

Kaylor Grain Co Inc

JOB TITLE: Mechanic
REPORTS TO: Manager
DEPARTMENT: All
LOCATION: Parkston
CLASSIFICATION: Full time



Position Objective

To inspect, diagnose, test, repair and overhaul heavy duty diesel powered vehicles and also perform maintenance on all facilities and other equipment

Job Duties

- Correct vehicle deficiencies by removing, repairing, overhauling, assembling, disassembling and replacing major assemblies, sub-assemblies, components, parts or systems, such as power and drive trains, electrical, air conditioning, fuel, emission, brake, steering, hydraulics
- Make adjustments and alignments including bearing loads, gear tooth contact, valve mechanisms, governors, oil systems, control linkages, clutches and traction units
- Inspect brake systems, steering mechanisms, transmissions, engines and other parts of diesel powered vehicles
- Perform routine maintenance on all equipment, such as changing oil, checking batteries, and lubricating equipment and parts
- Examine, diagnose, repair, and test drive equipment to ensure proper diagnosis and repairs
- Possess knowledge of tools, equipment, materials, methods, and practices of engine repair, mechanical and electrical systems and maintenance
- Respond to road calls/breakdowns
- Complete maintenance inspections on tractor/trailer equipment compliant to DOT regulations
- Assist in the coordination and purchase of maintenance materials
- Keep supplies ready by inventorying stock, placing orders and verifying receipts
- Contain costs by using warranty; evaluating service and parts options
- Utilize repair/operator manuals often
- Diagnose and repair common issues and corrective steps to keep equipment running at maximum efficiency
- Perform routine and preventative maintenance tasks at all company facilities and property
- Assist in facility projects and plans for facility upgrades to a more highly automated operation
- Ensure repairs are fixed in a timely manner
- Mentor and assist any other shop personnel
- Maintain proper documentation and records of all maintenance
- Uphold vehicle appearance by cleaning and/or washing
- Maintain a clean and safe work area compliant with OSHA and company regulations
- Observe HACCP, FSMA, FDA, OSHA, DOT, state, and federal safety regulations

Other duties as assigned by management

- Present a professional image through words, actions, and personal appearance
- Attitude consistently mirrors the company image and promotes fellow employee teamwork
- Inform manager of potential problems or potential new business opportunities directly/indirectly related to your department

Safety and Maintenance

- Safety and maintenance involves following regulations and safely operating and maintaining company vehicles
- Obey all traffic laws when operating a company vehicle
- Allow no riders who have not been approved by your supervisor
- Uphold all company policies and regulations
- Attend employee safety trainings and meetings required to comply with the company safety program