



Job Description & Training Checklist

Mechanic
Mechanic Shop

Document #JDTC-85-001

Revision No:
Revision Date:
Issue No: 1
Issue Date: 8/16/12
Page 1 of 3

Requirements:

This position requires the ability to diagnose, adjust, repair, overhaul, and upkeep industrial/commercial machinery and vehicles such as farm tractors, tractors, semi cab tractors / trailers, dozers, cranes, skid steers, forklifts, pick-ups, bobtail trucks, and landscape tools, etc.

Education (preferred):

High school diploma, or equivalent, or 2 years verifiable work experience in the disciplines required.

Experience (preferred):

Minimum of 2 years verifiable work and / or training in the required maintenance functions.

Contacts:

Internal and external

Conditions:

- Shop / Outdoor Environment / Aerial
- Hazardous Equipment/Machinery
- Office

Position/Overview:

Employee is responsible for:

- Schedule and perform preventive maintenance of LMF Equipment.
- Ordering/obtaining/requesting parts and supplies.
- Adjusting, repairing, balancing, installing, and/or maintaining all parts of company vehicles and machinery.
- Filling out reports and recording test data.
- Test, operate, and inspect all equipment to diagnose defects and correct malfunctions.
- Repair equipment to include replacement of parts.
- Assemble and disassemble units such as water pumps, control valves, distributors, windshield wiper motors, compressors, and replace defective parts.
- Perform preventive testing, inspection, & maintenance to identify impending malfunctions with machinery and/or equipment.
- DOT Inspections.
- Maintaining records of repairs and inspection.
- Etc.

<u>Equipment / Systems:</u>	<u>Accountabilities:</u>
<ol style="list-style-type: none"> 1. Hand & Power Tools 2. General Machinery & Equipment: <ul style="list-style-type: none"> • Gauges • Welding Equipment • Saws & Grinders • Gas & Diesel Engines • Flexible Power Press • Painting Equipment • Diagnostic Equipment 3. Testing devices <ul style="list-style-type: none"> • Voltmeter • Ohmmeter • Ammeter • Measuring Devices 4. Microsoft programs: Outlook, Word and Excel 5. LMF Computer System (AS400) 	<ol style="list-style-type: none"> 1. Adhere to all safety, environmental and DOT rules and regulations. 2. Repair, rebuild, install, and maintain all parts on machinery and vehicles. 3. Test engine operations, motors, cooling systems, transmissions, and other parts of machinery/vehicles. 4. Read and write the English Language. 5. Maintain records and fill out forms and appropriate reports. 6. Operate and inspect machinery and vehicles. 7. Analyze test results. 8. Read and interpret prints, wiring, pneumatic and hydraulic diagrams. 9. Request and order parts. 10. Miscellaneous duties as required.

Reviewed / Approved By:	Title:	Date:
Trent Mulloy	President	8/16/12
Revised By: James Dykes	Quality Assurance Manager	8/16/12



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Issue Date: 8/16/12
Page 2 of 3

Employee Name:			Date of Hire:
Sponsor:			(or) Date of Transfer:
Date	Trainer	Trainee	Training Received
			Follows all OSHA and Plant Safety Rules.
			Adheres to all environmental and DOT rules and regulations.
			Housekeeping.
			LMF Quality System Orientation Training.
			Forklift Safety Training Program.
			LO/TO (Lock-out / Tag-out).
			Fall Protection.
			Arc Flash.
			Hearing Conservation.
			Aerial Platform.
			Induction Foundry Safety Fundamentals.
			Acid & Binder Safety.
			UVIR Eye Protection & Safety.
			Fire Extinguisher.
			Furnace Cooling System.
			Hourly Employee Handbook.
			Schedules and performs preventive maintenance on LMF Truck Fleet.
			Filling out reports and records appropriate test and inspection data.
			Completes jobs in a timely manner.
			Properly reads prints, wiring, pneumatic and hydraulic diagrams.
			Properly perform electronic, electrical, pneumatic, hydraulic and mechanical system test and effectively troubleshoot and correct problems.
			Properly operates machine, equipment, testing and measuring devices.

Other important information:

- Never use an obsolete revision of an Operating procedure, work instruction, form, Job Description, or Training Checklist. If in doubt ask secretary/manager or look on the department's current computer 'Server' drive.



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Page 3 of 3

- Always check the calibration status label of calibrated equipment and never use an instrument that is out of calibration.
Note: Most all of maintenance equipment is not calibrated. It is used as reference only.
- If a document that you are using needs revision, make the department management or the Quality Assurance office aware so the appropriate changes can be made. If it isn't right, let someone know. You are the most accurate input for changing documents.

I have been trained on each of the items listed above and am comfortable that I can safely perform the tasks specified on my Job Description.

Employee's Signature Date

Sponsor's Signature Date

Maintenance Manager Date