

JAUNT, INC.

Job Title: Maintenance Mechanic I – Heavy Equipment
Report to: Maintenance Team Leader and Assistant Director
Salary Level: Maintenance Staff - non-exempt

JOB SUMMARY

The Mechanic I, responsibilities include: assisting with routine and non-routine maintenance for entire JAUNT fleet; ensuring that the shop area is maintained and work is performed in compliance with OSHA requirements; respond to road calls over the entire service area if needed, and other such similar work required to ensure that vehicles are maintained in optimum operating condition. He or she is also responsible for ensuring the operation of vehicles during and following inclement weather including operating equipment to clear the parking lot, and installing tire chains when necessary. This position also maintains the routine building maintenance. The shift for this position may include working early morning, late night or weekends. Scheduled 8 hour shift and workdays will be Monday through Friday somewhere between the Operation hours of 5 am to 9 pm and are subject to change based on operational needs. The Maintenance Mechanic I is also responsible for taking direction from the Team Leader.

This position's working environment includes handling various chemicals such as oil, antifreeze, brake fluid and all other related chemicals needed in a mechanical shop. The Mechanic I comes in contact with exhaust fumes and other fumes related to equipment.

TYPICAL TASK LIST

- Perform Preventative Maintenance procedures on all vehicles and equipment
- Maintains work order information, including entering stock used, mechanic labor, vendor service and parts using legible writing and some computer keyboard data entry
- Performs maintenance on heavy equipment and administrative vehicles on all components including mechanical, electrical systems, minor body, and interior repairs
- Performs unscheduled repairs as needed
- Performs detailed pre-inspection prior to state inspection
- Responds to road-calls
- Provides advice on vehicle condition, performance and quality for future purchase planning
- Responsible for keeping abreast of changes in vehicle technology
- Building Systems Maintenance – Approximately 15% of time
 - HVAC filter replacement
 - Light Bulb Replacement
 - Light Plumbing
 - Light Carpentry

- Coordinates with private contractors to perform repairs on building equipment listed above
- Participates in training as necessary for maintaining all current vehicles
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS

The Maintenance Mechanic I requires considerable education and experience in automotive mechanics as well as knowledge of shop safety. The successful candidate would have thorough knowledge of the operating principles of gasoline engines and motorized equipment and of the mechanical repair of vans and similar equipment; a minimum of 5 years of experience to include the ability to change oil, grease; and the ability to prepare, organize and maintain work records such as inventory, detailed maintenance records, employee time records, and such other data as is necessary for fleet management. The Mechanic I and all maintenance staff, as safety-sensitive employees, are subject to the provisions of federal regulations pertaining to drug and alcohol testing and must have or be able to attain within 6 months a Virginia Commercial Driving License. Must be able to lift 75 pounds.

The candidate must provide a complete set of tools to efficiently perform the job described, including a complete set of mechanics tools (excluding special tools) up through 1 inch size wrenches and sockets, including metric tools required to do the job up to 20 mm.