

NELLA JOB DESCRIPTION

JOB TITLE: TEAM MEMBER “Mechanic”

PREPARED BY: Michael Belles

DATE: 12/03/07

APPROVED BY: George Wade

DATE: 12/03/07

SUMMARY: Responsible for repairing and overhauling Company trucks and other automotive vehicles as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Inspects and repairs vehicles as assigned.
- Knowledge of vehicle engines, body work, equipment, tools, electrical and other systems.
- Maintaining the orderliness and cleanliness of garage facilities
- Stocking and maintaining company inventory
- Safely operate company vehicles and forklifts
- Performing light facility maintenance
- Regular attendance at assigned worksite

GENERAL RESPONSIBILITIES:

- Promote and support Company Mission Statement service, image, and value standards.
- Provide all customers (external and internal) with superior customer service.
- Practice basic time management skills.
- Perform specific tasks as assigned by supervisor.
- Presents a neat, clean appearance as prescribed by the Company.
- Adheres to all city, county, state and federal regulations.
- Stay familiar with the Company Personnel Handbook and Safety Manual.
- Work in a “SAFE” manner at all times and report all accidents immediately.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: A.A. Degree or equivalent from a two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

COMPUTER SKILLS: Able to operate a computer using company approved software.

LANGUAGE SKILLS: Ability to read and interpret simple instructions, correspondence, and memos. Ability to write routine reports and correspondence. Ability to communicate effectively in English with internal and external guests.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts using addition, subtraction, division and multiplication. Able to understand and calculate figures using decimals and with American money and quantity.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. While performing the duties of this job, the team member is regularly required to stand, drive, talk or hear. The team member frequently is required to walk. The team member is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The team member must regularly lift and/or move up to 35 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Move drums or containers weighing from 100 to 400 pounds using proper equipment. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. While performing the duties of this job, the team member occasionally works in high, precarious places; in outside weather conditions; and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, and risk of electrical shock. The noise level in the work environment is usually moderate.

OTHER REQUIREMENTS:

- Class A or B CDL license with TX endorsements
- Knowledge of DOT regulations
- Knowledge of flammable and combustible liquids
- Hazardous Materials training and certification
- Forklift certified