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# Example of Fleet Mechanic Job Description

Our innovative and growing company is looking for a fleet mechanic. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for fleet mechanic

* Keep up to date on all maintenance records for tractors, trailers, Thermo King units, and all after-market equipment associated with the same
* Perform preventive maintenance on schedule for tractors, trailers, Thermo Kings, and all after-market equipment associated with the same
* Issue POs for all parts ordered on approval per management
* Insure all rolling stock meets minimum department of transportation stated safety requirements
* Perform monthly OSHA inspections on vehicle maintenance facility
* Check/monitor fluid/fuel levels
* Maintain repair/maintenance records in accordance with SYGMA policies
* Attend training and practice knowledge of SOP’s and all company policies and procedures as they relate to food and associate safety practices
* Train and assist other technicians
* Test-drive all types of vehicles

## Qualifications for fleet mechanic

* Must be willing to obtain a Class A CDL within the first 90 days of employment
* Occasional, such as to procure parts
* Team Work - Gives and welcomes feedback
* History of professional success
* Perform routine maintenance checks and adjustments on such things as fluid levels, hoses, belts, brakes, tires, and clutches
* Fleet Lead Mechanic Supervisor - Peninsula & Bay Area Positions Available