Downloaded from <https://www.velvetjobs.com/job-descriptions/forklift-mechanic>

# Example of Forklift Mechanic Job Description

Our growing company is searching for experienced candidates for the position of forklift 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 forklift mechanic

* Maintain vehicle maintenance and operational history by initiating and updating records
* Perform routine maintenance on equipment including lubrication, welding and cutting
* Perform other duties as assigned by the maintenance supervisor or designee
* Must be computer literate and have ability to move through troubleshooting software including service and training manuals and schematics
* Must have knowledge of PLC’s, hydraulic, pneumatic, electrical fuel systems and/or charging systems and be able to work on all makes and models of material handling equipment
* Maintain and repair industrial lift trucks, electrical forklifts and pallet jacks and various other types of equipment and vehicles
* Keep accurate record of vehicle history within the company computer systems
* Communicate accurately & professionally with various departments on needs
* Take direction from supervisor
* Promote an atmosphere of good will and accountability between the maintenance shop and the internal customer

## Qualifications for forklift mechanic

* Must be able to change engine oil combustion engines
* Must be able to properly grease/ hand pack a bearing
* Must be able to assist in equipment overhaul
* Must be able to change and properly tension a V-Belt(s) alternator and water pump belts
* Must be able to change pallet jack load wheels and also rebuilt rollers as required, including axles
* Must be able to complete lockout/ tag training and then demonstrate how to lockout/ tag out properly