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# Example of Truck Mechanic Job Description

Our company is looking to fill the role of truck mechanic. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for truck mechanic

* Preventative maintenance and repairs of forklifts
* Schedule, coordinate and perform all preventative maintenance and repairs of company vehicles and equipment (almond dryer trailers, portable box dumpers, push/pull packs, sweepers, portable air compressors, portable steam cleaners, yard vacuums, golf carts, bicycles, tug, maintaining parts cleaner) with various company departments
* Receive, store and issue automotive materials and supplies
* Operate computer software to process TMA work orders
* Schedule and provide that vehicle services and repairs are completed as needed
* Compile TMA vehicle preventive maintenance services and fuel reports
* Enter, update and maintain maintenance data in MAXIMO (vehicle information storage system)
* Coordinate vehicle rentals through internal and external resources as needed
* Changes tires
* Required to learn to utilize various types of diagnostic equipment

## Qualifications for truck mechanic

* Diagnose and repair trailer components such as doors, floors and side panels
* Perform preventive maintenance on tractor and trailer equipment including routine technical repairs and completing repair orders
* Communicate effectively with internal and external customers, supervisors and management
* Perform basic electrical functions on trucks
* Perform basic computer functions, document work order details within the company's internal order and billing program
* Drive, transport, and park tractor trailer trucks on company property and out on public roads