



Example of Service Mechanic Job Description

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Our company is looking to fill the role of service mechanic. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for service mechanic

- Promote safety awareness
- Update, maintain and keep organized equipment service records
- Create, update, close and bill work orders
- File warranty claims in a timely fashion
- Commission New Equipment
- Order parts, return parts, and perform parts inventory
- Due to customer demand, this position is exempt from the daily overtime requirements of the FCCC Overtime policy
- Services and oversees major repairs of all types of equipment as required to ensure proper working condition when leaving the shop
- May specialize in specific types of large equipment in large Profit Centers
- Assist in Shipping & Receiving duties at the location

Qualifications for service mechanic

- Previous off highway heavy equipment or haul truck operation in an open pit mining environment is preferred
- Previous experience working in an active open pit mine preferred
- Must have minimum of two (2) years of work experience in automotive or related field
- Must have current Driver's License and be able to obtain airport vehicle operator's permit, AOA badge and Customs Seal

