



Example of Truck Mechanic Job Description

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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 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