

Part Time Shop Mechanic

PURPOSE

Performing mechanical repairs on construction tooling and equipment along with minor vehicle repairs and maintenance.

RESPONSIBILITIES AND DUTIES

Shop Duties

- Organize tools and supplies in an orderly manner in the shop, job trailers and warehouse.
- Unpack tool trailers upon return from jobs, return excess materials or store them for future use
- Stock tool trailers for upcoming jobs, coordinate needs with foremen and project managers.
- Load equipment and materials as directed for use by crews the following day.
- Monitor levels and order shop supplies and consumables.
- Monitor tool condition, report unsafe tools and make recommendations for repair and replacement.
- Maintain shop in a clean condition.
- Wash equipment on a regular basis.

Mechanical Duties

- Preventative maintenance:
 - Conducting routine inspections, oil changes, fluid level checks, and lubrication on construction equipment to prevent breakdowns.
- Diagnostic troubleshooting:
 - Identifying mechanical faults on equipment by analyzing symptoms, using diagnostic tools, and determining the necessary repairs.
- Repair and replacement:
 - Disassembling and reassembling equipment to replace worn or damaged parts like bearings, seals, hoses, belts, electrical systems, lights and engine components.
- Overhaul services:
 - Performing minor repairs on small engines, hydraulic systems, and other vehicle and construction machinery components as needed.
- Part ordering and management:
 - Coordinating with parts suppliers to order necessary replacement parts for repairs.
- Documentation and record keeping:
 - Maintaining detailed repair logs, documenting work performed, and noting parts used on each piece of equipment, tagging equipment out of and back into service.

QUALIFICATIONS / CERTIFICATIONS

- Valid Driver's License. CDL preferred but not required.
- Mechanical Aptitude.
- Able to work independently as well with a team.
- Ability to obtain Forklift and Mobile Elevated Work Platform certifications.
 - Training and certifications provided by KBS.
- Welding experience preferred but not required.

Work Schedule

- Hours are flexible.

This job description is not limited to the above content. Duties and Responsibilities may change at the discretion of Management.

Pay is based on experience.