



POLICY APPENDIX

Human Resources / Employee Relations

Appendix #: HR-110-A15

Version Date: 03/28/2023

Job Description: Mechanic Assistant

OVERVIEW

Non-exempt, full-time, permanent, hourly position reporting to Shop Manager or Shop Foreman in our Arnegard, ND shop. Primary schedule is Monday-Friday, 8AM to 4PM with some weekends as needed.

REQUIRED SKILLS / ABILITIES:

1. High school diploma or equivalent required.
2. Highly efficient at working independently.
3. High level of time management and organizational skills.
4. Able to completely follow instruction from Shop Manager or Foreman.
5. Must have a current driver's license with a clean driving record.
6. Moderate mechanical skills required.
7. Excellent ability to use hand and power tools and most shop equipment.
8. Skilled in welding preferred.
9. Must be willing to learn general diesel, hydraulic, and electrical systems to analyze, problem solve, and repair in trucks and equipment.

DUTIES & RESPONSIBILITIES

1. Wash vehicles, trucks, and equipment using pressure washing machine.
2. Change oil in vehicles, trucks, and equipment.
3. Repair tire chains.
4. Repair and replace electrical trailer wiring.
5. Replace tires, lube, and brakes in vehicles, trucks, and equipment.
6. Keep workspace, shop, and other facility areas clean.
7. Keep up on required documentation.
8. Perform other duties as assigned.