

**Job Title:** In-House Mechanic

**Location:** 109 Seminole Drive, Archdale, NC 27263

**Department:** Maintenance / Operations

**Reports To:** Shop Manager or Operations Supervisor

### **Job Summary:**

We are seeking a skilled and reliable **In-House Mechanic** to perform maintenance and repairs on our fleet of gasoline and diesel trucks and equipment. The ideal candidate will be responsible for ensuring all equipment is operating safely and efficiently, maintaining detailed service records, and tracking equipment usage via our digital inventory program on an iPad.

### **Key Responsibilities:**

- Perform routine maintenance and mechanical repairs on gasoline and diesel-powered trucks and heavy equipment.
- Diagnose mechanical issues and implement effective solutions.
- Maintain accurate and up-to-date service and maintenance logs.
- Track equipment check-in/check-out using a company-issued iPad and internal equipment management software.
- Ensure all tools and equipment are properly maintained and stored.
- Comply with all safety protocols and company policies.
- Collaborate with operations staff to coordinate repairs and minimize equipment downtime.

### **Qualifications:**

- Proven experience as a mechanic, preferably in a fleet or equipment-heavy environment.
- Strong knowledge of diesel and gasoline engine systems.
- Familiarity with diagnostic tools and repair equipment.
- Ability to read and interpret technical manuals and schematics.
- Comfortable using digital tools, including iPads and equipment tracking software.
- Valid driver's license; CDL is a plus.
- High school diploma or equivalent; technical certifications preferred.

### **Working Conditions:**

- Primarily shop-based with occasional field work.
- May involve lifting heavy parts and equipment.
- Exposure to noise, grease, and outdoor weather conditions.