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## Mechanic Job Description

### Role and Responsibilities

#### Job Responsibilities:

- Responsible for maintenance and upkeep of all vehicles (Check oil, washer fluid, brake fluid, transmission fluid, etc. 3 days a week).
- Responsible for making sure the vehicles are running in tip-top shape to the best of your knowledge.
- Responsible for noticing all noises and properly taking care of vehicles.
- Responsible for researching and locating vehicle parts at discount resources, as well as rockauto.com; also taking advantage of Pull Apart for small items such as handles, gas caps, door mirrors, etc...
- Responsible for keeping equipment available for inspecting and testing vehicles; completing preventive maintenance such as engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters.
- Responsible for maintaining vehicle functional condition by listening to operator complaints; conducting inspections; repairing engine failures; repairing mechanical and electrical systems malfunctions; replacing parts and components; repairing body damage.
- Verifies vehicle serviceability by conducting test drives; adjusting controls and systems.
- Complies with state vehicle requirements by testing engine, safety, and combustion control standards.
- Maintains vehicle records by recording service and repairs.
- Keeps shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies.
- Performing preventive maintenance and repairs.
- Keeping costs detained by using warranty; evaluating service and parts options.
- Keeps all verifying receipts for parts and equipment.

***ILF Transportation is an equal opportunity employer.***

***All positions will be cross-training in all areas of ILF Transportation.***

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