



Jerry & Keith's, Inc.
 2814 Landco Drive
 Bakersfield, California 93308
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 www.Jerryandkeiths.com

Job Description

Job Title:	Mechanic
Department:	Service
Reports To:	Service Manager/ Office Manager/ Operations Manager/ CEO
FLSA Status:	Non-Exempt
Prepared by & date:	Ethan Decker – Operations Manager 6-1-2020
Approved by & date:	
Pay Range:	Typically between \$15.00 and \$35.00 Per Hour

Summary:

Responsible for the highly skilled maintenance and repair of light to heavy duty, gasoline and diesel fueled equipment such as automobiles, trucks, tractors, trailers, and recreational vehicles. Interfaces with JKI management, office staff and other personnel, in direct and indirect day to day business regarding the shop service department.

Essential Job Functions & Responsibilities:

- Perform skilled task as directed by management.
- Assessing, maintaining, and repairing of heavy duty, gasoline and diesel fueled equipment such as automobiles, trucks, tractors, trailers, and recreational vehicles, repairs may include grinding and welding.
- Assist other shop and service personnel as directed.
- Maintaining work area in a clean, orderly fashion.
- Learning and maintaining skills necessary to operate shop service department maintenance and repair equipment.
- Actively participate in training programs.
- Perform all day-to-day operational and support activities of the shop service department; ensuring that work production in the shop meets established objectives, standards, and that all applicable operating policies and procedures are adhered to.
- Work directly with JKI management, personnel including all service, shop and support to coordinate and manage the day-to-day business aspects of the shop service department.
- Provide Management with constructive feedback regarding department procedures, processes or inventory concerns.
- Assist the customer in the determination of service, parts and accessory requirements.
- Perform miscellaneous house keeping chores including sweeping and mopping floors, dusting and vacuuming of applicable areas, and maintenance of shelves, racks, bins, etc.
- Work safely without presenting a direct threat to self or others.
- Reporting of any known unsafe or hazardous mechanical condition that exists on any vehicle to the Service Manger.
- Various duties directly or indirectly associated with shop service activities or as assigned.

Supervisory Responsibilities: - This job has NO Supervisor responsibilities

Minimum Qualifications:

- Must have proven mechanical aptitude, demonstrating a thorough knowledge of automobile, light and heavy equipment mechanics.
- Ability to diagnose trouble and repair the cause.
- Ability to analyze and solve problems.
- Must have a current valid driver's license and retain a "clean" DMV record and be insurable with JKI insurance carriers.
- Ability to handle the lifting requirements of 50 pounds.
- Willingness to learn procedures and products.
- Ability to Pass Forklift Certification Test upon completion of training.
- Willingness to support all phases of the department and company as needed.
- Able to perform duties under minimal Supervision, adjusting to changes and demonstrating drive and initiative.
- Maintain an organized and clean work area and vehicle
- Able to communicate with all levels of customers, employees, manufacturers, and vendors both in writing and verbally.
- Present a clean, neat appearance.

- Manage time effectively.
- Willing to learn quickly and perform accurately and neatly with a degree of flexibility.
- Willing to have a flexible schedule.
- Ability to deal with changing priorities
- Motivated to continuous self-development and training.
- Be subject to a pre-employment drug screening with a passing result and be subject to random drug testing as per company policy thereafter.
- Willing to comply with the Employee Handbook, Code of Safe Work Practices and the Injury, Illness Protection Program.

Education and/or Experience:

- High School Diploma or equivalent. Three years of experience as a mechanic shop service position relative to automotive and heavy duty equipment service and repair or the equivalent combination of education and experience.

Language Skills:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports, work and correspondence.
- Ability to speak effectively before customers or employees.

Mathematical Skills:

- Ability to add (+), subtract (-) multiply (x), and divide (/) in all units of measure, using whole numbers.

Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

Physical Demands:

While performing the duties of this job, the employee is regularly (6-8 hrs) required to:

- stand
- walk
- reach
- hear/talk/communicate verbally
- use close vision, distant vision, peripheral vision, and ability to adjust focus
- use fingers for fine manipulation
- use hands to handle or feel
- push/pull

While performing the duties of this job, the employee is frequently (3-6 hrs) required to:

- reach
- bend, stoop, or crouch
- lift/carry 50 lbs.
- lift/carry/hold 50 lbs. above head

While performing the duties of this job the employee is occasionally (1-3 hrs) required to:

- climb stairs or ladders

Work Environment:

- The work environment characteristics describes here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly (6-8 hours per day) exposed to grease, oils, solvents, moving parts, fumes, toxic or caustic chemicals, electrical shock or airborne particles, welding techniques, arcs, hot flames, and high temperatures. The noise level in the work environment is usually moderate to excessive.
- The employee is regularly exposed to outside weather conditions, including both hot and cold weather.
- The employee is occasionally exposed to high precarious places.

Working Hours:

- Usually weekdays (Monday through Friday), 8:00 a.m. through 5:00 p.m. or variable as required.

Statement of Intent:

- The above statements are intended to describe the general nature of level of work performed by the person assigned to this position. Essential job functions and responsibilities are intended to describe those functions that are essential to the

performance of the job under the American with Disabilities Act (ADA). This job description does not state or imply that the above are the only duties, functions or responsibilities assigned to this position. Employees holding this position will be required to be any other job related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Management Right:

- JKI management reserves the right to change, modify, restrict, resend, or add essential job functions, responsibilities, duties, qualifications, skill or demands at anytime, with or without prior approval. Written notification of such will be issued to the employee with adequate compliance time allowable by governing laws and agencies. Compensation may or may not be added, at the managements discretion, for said changes, modifications, additions, etc. This job description in no way modifies the employee's "at-will" status, or JKI "at-will" employment agreement with the employee. Just as the employee can at anytime, for any or no reason leave our employ, so can JKI do the same.

I acknowledge that I have received a copy of the job description for the position I am applying for at Jerry & Keith's, Inc. and that I am physically, mentally, and willing to adhere to the requirements set forth in said description.

Date

Applicant Signature