

## **Treeline Inc.**

### **Job Description**

**Job Title:** Auto Technician

**Reports To:** Shop Foreman/Service Manager

**Safety Sensitive:** Yes

**Prepared Date:** May 10, 2019

**FLSA Status:** Non-Exempt

#### **Position Summary:**

Repairs and maintains automobiles diesel and gas job vehicles; as well as working on and repairing related equipment associated with shop area.

#### **Essential Duties and Responsibilities:**

- Contributes to developing and maintaining a safe working environment.
- Contribute to safety meetings and risk assessment discussions.
- Recognize hazards and manage them effectively.
- Maintain personal safety and watches out for the safety of others.
- Accept and appreciate fellow team members watching out for your safety and offering suggestions or advice.
- Watch out for fellow team member's safety at all times and be willing to assist and make suggestions.
- Comply with all OSHA safety guidelines.
- Reads job order and observes malfunction and plans work procedures.
- Diagnose and repair/replace various parts/components that have failed or are causing malfunctions. Including but not exclusive to:
  - Troubleshoot and repair problems relating to the vehicle and its components.
  - To be able to inspect vehicles for all D.O.T. safety requirements.
  - Performs preventive maintenance.
  - Always observe or look for potential problems and take corrective actions to prevent failures and down time.
  - Insure that all work is complete and correct to avoid come backs.
  - Organizational skills: keeping your tools and workspace clean, neat, and organized.
  - Safely operate shop tools: power drill, power saw and related power tools. Operate air tools, chipping guns and scalers, impact guns and related air tools.
  - Performs all paperwork and recordkeeping duties timely, legibly, and accurately.

#### **Experience/Skills:**

- Minimum experience of 5 years working as a technician.
- Comply with all company safety related rules. Work with safety related equipment to perform your duties.
- Always make sure that the equipment being worked on is made safe for oneself and other employees before performing any work related tasks.
- Take orders, instructions, and guidance from supervisors and management.

- Apply knowledge of mechanical functioning of various components on the equipment, and make necessary repairs related to the equipment as these problems occur.
- Perform these jobs on an individual basis as well as being able to work with others in group situations.
- Work on various equipment in varying positions, either crawling under and/or laying on their back on top of or on a wheeled unit for various lengths of time. Work with wrenches and/or tools as described earlier in all of the above circumstances. Do various jobs utilizing proper body mechanics.
- Perform the jobs required to repair equipment according to US DOT regulations and specifications.
- Ability to read and understand written instructions and/or problems written up concerning necessary repairs required for various equipment malfunctions.
- Ability to read and understand service/repair manuals relating to equipment/parts on which would be worked.
- Computer keyboard skills and or ability to learn through training.

#### **Education Requirements:**

- Two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- High school diploma or GED
- Current Valid Driver's License

#### **Physical Demands:**

- Must be able to exert up to 50 lbs. of force occasionally (5 times per day) and/or up to 50 lbs. of force frequently (50 times per day) and up to 25 lbs. of force on a regular basis through the day, depending on work related circumstances.
- Must be able to lift objects from floor to above shoulder level and be able to lift from lying position on back overhead. Must be able to move objects/parts/tools and equipment from one area to another and one level to another level.
- This position includes the following physical demands:
  - Reaching – extending and pulling the hand(s) and arm(s) in any direction while working with various tools as mentioned before.
  - Handling - seizing, holding, grasping, turning, pulling, or otherwise working with hands and arms.
  - Pulling – using arms in such a way as pulling of tools, wrenches, parts, and equipment to complete the job.
  - Fingering – picking, pinching, or otherwise working with fingers primarily (rather than with whole hand or arm as in handling).
  - Feeling – being able to determine objects such as size, shape, temperature or texture by means of receptors in skin, particularly those of finger tips.

**Work Environment:**

- The majority of the time will be inside conditions with protection from weather conditions, but not necessarily from temperature changes. Some work is outside working conditions with no control over weather conditions.
- There are periodic high noise levels and vibration associated with this job. Sources include: engine noise, air compressors, air powered equipment, and other shop noises. Also there is possibly sufficient noise, either constant or intermittent to cause possible hearing loss.
- There are a variety of physical hazards in which there is danger to life, health, or bodily injury, such as proximity to moving mechanical parts, moving equipment, heavy parts, electrical shock, engine exhaust, working on elevated equipment, exposure to burns and radiant energy, exposure to explosives (gases) and exposure to toxic chemicals and biological agents.
- Machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work.
- Air power tools, electric drill, drill press, grinders (both hand and bench), wrenches, torches, welders, a variety of hand tools, air chipping hammers, and electric cords.

**Employee Acknowledgement:**

I have received a copy of this job description, have read and understand it and will complete all assigned duties and responsibilities. I recognize that the company reserves the right to modify this job description and that I will be informed of any and all modifications prior to their effective date.

---

**Employee Signature**

**Date**

---

**Supervisor Signature**

**Date**

---

**HR Specialist Signature**

**Date**

## Treeline Inc.

### Job Safety Analysis (JSA)

**Job Title:** Auto Tech

**Reports To:** Shop Foreman

**Prepared Date:** May 10, 2019

**Location:** Shop

#### Required and/or recommended personal protective equipment when applicable:

- Work Gloves
- Steel toed boots
- Safety glasses
- Hearing Protection
- Ice Tracks
- Rain Gear
- Thermal Gear

#### Basic Job Steps:

1. Repairing vehicles.
2. Climbing in, on, and around various vehicles.
3. Operating forklift at various times.
4. Cleaning work area.

#### Potential Hazards:

1. **Repairing automobiles.**
  - a) Straining a muscle.
  - b) Slipping, tripping, or falling.
  - c) Back pain, stiff shoulders, and neck.
2. **Climbing in, on, and around various vehicles.**
  - a) Slip, trip or fall
  - b) Clothing caught.
3. **Operating the forklift at various times.**
  - a) Running into someone.
  - b) Damaging property with the forks.
  - c) Someone running into you.
4. **Cleaning work area.**
  - a) Slip, trip, fall.

#### Recommended Action or Procedure:

1. **Repairing automobiles.**
  - a) Use proper tools provided to work on various vehicles.
  - b) Keep workplace clean and orderly.
  - c) Lift with your legs and not your back.
2. **Climbing in, on, and around various vehicles.**
  - a) Check surfaces for any oil or ice (slippery spots).
  - b) Do not wear loose clothing.
3. **Operating the forklift at various times.**
  - a) Be alert at all times and observe at all times and look twice before moving
  - b) Leaving the lights on even in the daytime

- c) Line up the forks so you can see and have them slightly bent downward
- 4. **Cleaning work area.**
  - a) Keep work area clean of debris
  - b) Don't wear loose clothing

**Comments/Additions/Has a new hazard come up?**

---

---

---

---

---

---

---

---

---

---

---

---

**Employee Signature**

**Date**

---

**Supervisor Signature**

**Date**

---

**HR Specialist Signature**

**Date**