

Small Engine Mechanic

Position Summary: Supports team by providing landscape equipment repair, preventive and ongoing maintenance, modifications as well as truck and trailer maintenance and light repair. Manages and suggests improvements to equipment and/or processes.

Equipment Repair:

- *Diagnose and repair problems with 2 and 4 cycle engines, including proper testing procedures, tear down and rebuild, proper parts replacement
- *Diagnose and repair problems in fuel, electrical, mechanical, and hydraulic systems of all equipment
- *Diagnose and repair problems of other equipment as presented
- *Diagnose and perform light repairs on trucks and trailers
- *Schedule all repairs/maintenance for equipment

Preventive Maintenance Program

- *Establish Preventive Maintenance Program
- *Work on scheduling preventive maintenance
- *Work to ensure all preventive maintenance supplies are on hand and available.
- *Perform preventive maintenance on trucks and trailers
- *Ensure annual DOT inspection is completed for all licensed vehicles
- *Sharpen all blades and purchase new as needed

Administrative

- *Complete and document repair orders
- *Coordinate with management on purchase orders
- *responsible for maintaining equipment record keeping system