

**JOB TITLE:** Mechanic  
**DEPARTMENT:** Fleet  
**LOCATION:** Billings  
**STATUS:** Hourly/non-exempt

### **Job Description**

Responsible for diagnosing, repairing, and maintaining the continual readiness of the Hardrives's fleet of trucks, pickups, heavy equipment and small engine tools. In addition, this position is also responsible for maintaining records for repairs as required. This person must be able to work independently and will also assist in maintaining a high standard of excellence in the shop to include personal and facility appearance. A mechanic must be able to safely work in a potentially hazardous environment.

### **Essential Duties and Responsibilities**

- Examine vehicles/equipment to determine extent of damage or malfunction(s).
- Perform inspections and preventative maintenance of vehicles and equipment.
- Perform routine and scheduled maintenance services such as oil changes, lubrications and filter replacements.
- Repair, reline, replace, and adjust brakes (air, hydraulic, electric and brake accessories).
- Troubleshoot and repair electrical systems, exhaust systems, steering systems, air conditioning, PTO'S and other systems.
- Weld and fabricate as necessary.
- Maintain a clean and organized workspace.

### **Qualification/requirement:**

- High School Diploma (or GED or High School Equivalence Certificate).
- Post-secondary Certificate or training in mechanics preferred but not mandatory.
- Valid drivers' license with clean driving record. CDL a plus.
- Must be willing to travel

### **Experience/Training:**

- Minimum of 2 years' experience in general heavy-duty truck, pickup and equipment repair preferred.

### **NOTE**

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, Hardrives reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, work load, rush jobs, or technological developments).

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