



Job Title:	Planned Maintenance (PM) Mechanic	Department:	Service
Type:	Non-Exempt	Reports To:	Shop Supervisor

Job Purpose:

The basic function of the Planned Maintenance Mechanic is to perform scheduled, planned maintenance service for customer and Delta owned equipment at the customer's location.

Essential Duties and Responsibilities:

- Perform Scheduled Maintenance on gas, propane, diesel and electric powered lift trucks and related equipment following the manufacturers recommended maintenance schedule or written work order
- Interact with customers to relay any issues or problems and the solution
- Write work orders clearly and accurately
- Maintain inventory of the assigned warehouse
- Maintain a clean and safe work environment
- When necessary, order and follow up on needed parts
- Log correct travel time and work time to the work order
- Follow up daily on all work in process
- Follow all customer and Delta safety rules and regulations
- Drive in a safe and courteous manner following all traffic laws
- Work in a safe manner following standard repair practice and procedures

Other Duties and Responsibilities:

- Deliver parts/components.
- Assist other mechanics when needed.
- Any and all other duties as assigned by management.

Qualification Requirements:

- High school diploma or the equivalent.
- One (1) to two (2) years' experience as a maintenance technician, apprentice or the equivalent.
- Must demonstrate a high degree of communication and organizational skills to include the ability to apply logic and constructive thinking to solve problems.
- Must be able to use and understand measuring tools such as: a ruler or tape measure, micrometer, calipers, feeler gauges, depth gauges, multi-meter, ohmmeter, pressure gauges and compression gauges etc.
- Must be able to perform mathematical calculations, including fractions, decimals and percentages.
- Provide effective oral and written communications to customers, management and vendors.
- An individual must be able to perform each essential duty satisfactorily and work within the confines of the established or quoted times for the repairs of the equipment
- Technical Aptitude
- Must be able to push, pull, lift, or move up to 50 pounds.
- Clean driving record.

Employment Disclaimer: *To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. This job description is not a contract. Management reserves the right to change its contents at any time. This organization complies with the guidelines set forth in the American with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer.*