

Rev. 07/16/04-1	
<b>Name:</b>	<b>Job Title:</b> Forklift Mechanic
<b>Department:</b> Eagle Roofing Products	<b>Dated:</b> 7 / 07 / 2004
<b>Shift:</b>	<b>Work Hours:</b> Varies
<b>Reports to:</b>	<b>Status/Classification:</b> Non-exempt
<b><u>JOB DESCRIPTION</u></b>	

**GENERAL / DEFINITION:**

Is responsible for troubleshooting problems with the forklifts, completing regular inspections, cleaning, and performing general maintenance with an emphasis on preventive maintenance. It is the mechanic's responsibility to clearly tag the forklift out of service if it is not in safe working order. Must treat people with respect, work ethically, with integrity, accept responsibility for own actions and uphold organization vision, values and objectives. Must work well with coworkers.

**ESSENTIAL FUNCTIONS:**

1. Perform and document regular preventive maintenance on equipment and forklifts
2. Perform oil changes, grease and lubricate forklift parts (e.g. boom, cirt fittings)
3. Steam/pressure wash the forklift
4. Touch up paint forklift when needed
5. Will do tire changes
6. Maintain proper transmission oil level and battery water level etc.
7. Check battery terminals for corrosion
8. Some fabricating parts will be needed
9. Will complete overall inspections of the forklift systems. For example the mechanic will check:
  - a. Levels of fluids
  - b. For leaks
  - c. General engine condition
  - d. Muffler
  - e. Air cleaner
  - f. Clutch
  - g. Steering
  - h. Bushings
  - i. Filter systems
  - j. Hydraulics
  - k. Brakes
  - l. Cooling system
  - m. All safety items

**REQUIREMENTS:** Must be on time per day as scheduled and clock in/out for each shift and rest period. Will be required to work 40 hours per week with over time. Must tag out of order any forklift that does not pass safety inspection or that is not in safe, proper working order.

1. Will need to be forklift certified
2. Should have strong background in welding, hydraulics, and pneumatics
3. Will need to supply some own tools, e.g. wrenches, pry bar, screw drivers, electrical gauge, ½ ratchet set with sockets, impact gun, channel locks, vise grips, pliers, wire strippers etc.
4. Must have ability to exercise and demonstrate safety skills
5. Should have ability to work with minimal supervision
6. Able to speak Spanish and English is preferable/helpful
7. Should have 2-3 years experience as a forklift mechanic and knowledge of forklift operation

8. Must have good mechanical background with some knowledge of hydraulic systems, LP systems, and electrical wiring

Physical:

1. Must be able to lift and carry up to 70 pounds
2. Must be able to identify malfunctions (worn or rattling parts)
3. Must be able to apply torque, bend, twist, kneel, sit, stand, lay on the ground etc. throughout shift
4. Working outside in covered area

Safety:

1. Must wear safety glasses and steel toed shoes at all times
2. Wear helmet, ear plugs, back brace and gloves when necessary
3. Know all safety procedures for each machine, tool and chemical used
4. Attend all safety training (and the once a month meetings)
5. Must address safety issues at work station immediately to supervisor
6. Must report accidents and injuries within 24 hours to management
7. Must follow all safety requirements and training at all times

Language Skills

Must be able to communicate effectively with supervisor.

Mathematical Skills

Must be able to work with fractions and use a caliper

Reasoning ability

Ability to define problems and identify how to repair forklift.

Teamwork

Must work harmoniously with all personnel, including all other departments, and follow all company rules, regulations and procedures.

Special Duties / Notes

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This is to acknowledge I have read and understand the job description outlined above and on the preceding page(s): I am aware of the essential and additional functions, physical demands and safety requirements listed. I understand that the job description is an outline of my routine duties and thus, I understand that there will be occasions when I will be asked to go beyond my routine job duties to help my team members and the organization by assisting in other activities.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Personnel Department \_\_\_\_\_ Date \_\_\_\_\_

**Prepared By:** Mayra Rivas

**Approved By:** Jose Soto

**Approved Date:**

**Position:** HR Rep

**Position:** Plant Manager

**Signature:**

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