



Lead Fleet Mechanic Job Description

Overview

The **chippers** Lead Fleet Mechanic has primary responsibility of repair, maintenance and record keeping of the fleet. The fleet comprises a wide variety of vehicles and equipment, including: Ariel lifts, cranes, large & small diesel & gas trucks, excavators, wood chippers, pumps, hydraulic & electrical systems, various small engines, chainsaws and commercial whips. The Lead Fleet Mechanic must possess exceptional mechanical aptitude and ability to diagnose, repair and oversee repairs. The position requires self-direction, initiative and the capacity to prioritize multiple tasks from multiple stakeholders. Additionally, the position demands strong organizational and time management skills to keep our people and equipment productive and rolling. The Lead Fleet Mechanic is responsible for overseeing of parts and service relationships and coordination with others in managing needed supplies.

Responsibilities

- Plan the repair and maintenance activities for vehicle and equipment fleet for all company facilities
- Coordinate all maintenance and repairs with Operations Managers
- Ensure adherence to safety rules and regulations and that all company policies regarding safety, maintenance, cleaning, storage of equipment, and handling of products is in accordance with state, local and federal regulations
- Contact vendors to check on availability and pricing of parts and supplies necessary for repair and maintenance of the fleet. Order and monitor parts and equipment orders to insure quality and timely delivery
- Identify company vehicles and equipment to be disposed and maintain responsibility of preparing such equipment for disposal and preparation for final sales process
- Maintain and update company tool inventories for shop(s) and individual tool boxes
- Make procedural and operational recommendations, and execute changes in organization, operations, acquisitions and administration of shop areas.
- Use computerized data entry and various word processing, database and/or file maintenance programs to enter, store and/or retrieve maintenance information. Record vehicle repairs, maintenance, parts replacement and work completed

Primary Objectives

- Lead company to the highest level of safety, quality and client satisfaction
- As needed, educate employees in proper equipment operation
- Exhibit a professional image and positive attitude regarding the company core values, vision and mission. “Live A **chippers** Life”
- Protect **chippers** employees, equipment and financial well-being through a safety first and “I WILL” safety attitude

Requirements

- Must have a 2 year diesel technician training program certification
- Minimum 3 years of experience in a mechanical field with heavy duty trucks or equipment.
- Must have a Class A CDL with Air Brake Endorsement
- Must have DOT medical certification
- Must have a NH Department of Safety Inspection Endorsement
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Education

- Minimum high school diploma