

The Mechanic Shop Manager provides leadership, training, and supervision to ensure smooth and efficient operation of our Ready-Mix and Precast fleet. Manage and perform skilled and routine maintenance of trucks, cranes, heavy equipment, and other rolling stock. Manage and communicate the schedule and sequence of repairs to all parties involved.

Essential Duties and Responsibilities:

- **Maintenance and Repair:**
 - Advanced knowledge to diagnose, repair trucks and equipment, and ability to perform vehicle diagnostics.
 - Ability to learn and operate our maintenance software program, smartphone, laptop, and/or tablet to record all repairs. Ensure all maintenance software users are utilizing it properly.
 - Ability to replace or fix diesel engines, steering and suspensions systems, transmission and braking systems, hydraulics, electrical systems and all other systems on trucks, trailers, and all aspects of equipment.
- **Preventative Maintenance, Documentation, and Spare Parts:**
 - Manage preventative maintenance program on trucks and rolling stock.
 - Maintain detailed records of serviced vehicles.
 - Perform yearly DOT Inspections as required by law.
 - Develop and manage inventory of maintenance supplies and parts, placing orders as necessary to maintain adequate stock levels.
- **Collaboration:**
 - Flexibility will be required when working with the management team as priorities may quickly change. The ability to think proactively and support the organization's goals is key to success in this role.
 - Ability to manage and train mechanics and service advisors.
 - Will be required to make road calls to repair trucks, this may be outside of normal business hours periodically.
 - Able to work in all-weather conditions and outside as needed.
 - Highly organized and ability to communicate effectively.
- **Physical and Safety Requirements:**
 - Maintain clean and safe shop environment by implementing and enforcing Health and Safety rules, regulations, policies, procedures, and prescribed instructions.
 - Ensure all shop personnel hold safety and housekeeping to the highest standard.

- While performing the duties of this job, the Employee will be required to move frequently, stand, walk, and sit.
- The Employee is frequently required to use hands to touch, handle, and feel, and reach with hands and arms.
- The Employee must be able to regularly lift and/or move up to 50lbs and occasionally lift and/or move up to 100lbs.

- **Education and/or Experience:**
 - Proven work experience on diesel engines, trucks, heavy equipment, and hydraulics.
 - Preferred: Certificate or Degree from college or technical school, Diesel Program a Plus.
 - Forklift and/or mobile crane experience preferred.

- **Certificates, Licenses, Registrations:**
 - Valid driver's license and DOT physical card is required to drive service truck.
 - CDL or ability to obtain CDL is preferred.

- **Benefit Offerings:**
 - Salary Range: \$38-\$46 per hour
 - Company Vehicle
 - Paid Time Off: vacation and sick pay
 - Paid Holidays
 - 401(k) Retirement Savings Plan & Profit-Sharing Program
 - Medical, Dental, & Vision Insurance options
 - Short-Term and Long-Term Disability
 - Life Insurance

This role is vital for maintaining the rolling stock fleet in an industrial manufacturing environment, requiring a blend of technical skills, attention to detail and above all a commitment to safety.