



## Boshart Trucking Job Description

Job Title: **Fleet Maintenance Specialist**

Location: Tangent and Salem

Type: Full Time/Part Time

Immediate Supervisor: Operations Manager

### Qualifications

1. Minimum 1 year of experience in fleet maintenance, including changing semi tires and working with diesel powered vehicles
2. Complete company forklift training program and maintain forklift certification
3. Complete company crane training and maintain crane certification
4. Ability to understand and follow instructions; prioritize work tasks and finish projects on time
5. Ability to communicate clearly with coworkers and management
6. Must be able to walk, bend, climb, reach, pull, push, stoop, squat, grasp, sit, drive, stay in same position for long periods of time and lift up to 100 pounds

### Job Duties

1. Assist in Diagnosing and repairing heavy diesel trucks, trailers and chassis
2. Assist with regular maintenance on heavy diesel trucks, trailers and chassis
3. Assist with Maintaining heavy diesel trucks to the specifications required by FMCSA
4. Complete all required paperwork, including repair logs and vehicle inspection reports
5. Perform standard housekeeping tasks to keep work area and shop tidy and clean
6. Drive company vehicle to perform roadside vehicle repairs and repairs of farming equipment in fields, as needed; be accountable for all tools needed for off-site repairs
7. Work with outside mechanics, as needed, for specialty repairs
8. Use welding equipment, hand and machine tools to manufacture and repair parts
9. Operate lifts and crane in accordance with safety guidelines to aid in vehicle repairs
10. Operate company forklift, as needed
11. Correctly log all fuel pumped into vehicles
12. Maintain knowledge of safe work practices that pertain to all aspects of the job; follow all OSHA safety guidelines and those established by management
13. Report safety concerns to safety committee, safety manager or supervisor
14. Work as a team player to assist coworkers, as needed
15. Assist around company property with additional work available, as assigned
16. Other duties, as assigned

**I have read and understand the above job description.**

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Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date