

GSE Mechanic

Reports to: Maintenance Supervisor
Division: Everts Air Cargo

Department:
Station:

Ground Service Equipment Maintenance
ANC

Job Summary:

To set up, adjust, and maintain assigned equipment with responsibility for production and quality on this equipment.

Essential Functions:

1. Repairs and maintains tractor trailer truck cabs and trailers, company automobiles, Ground Support Equipment, pick-up and delivery trucks.
2. Inspects and tests equipment at prescribed intervals of time and usage or upon malfunction or breakdown.
3. Complete DOT inspections and adjust equipment to standards set by state DOT for motor vehicle inspections and safety standards.
4. Inspects, tests, and aligns truck and car lights and wheels and maintains electrical systems and controls.
5. Balances wheels to minimize wear on tires and rotates wheels at prescribed mileage intervals.
6. Tunes up engine to maintain combustion control standards.
7. Disassembles, inspects, and replaces worn or broken parts. Fits and adjusts new or repaired parts.
8. If Licensed, Test drives repaired equipment.
9. Uses hoist wrenches, gauges, drills or grinders, or other specialized auto mechanic tools and equipment.
10. Fuels, oils, and greases motor vehicles; changes filters.
11. Tank Farm Operations to include preventive maintenance, repairs, loading and unloading fuel.
12. Repair and maintains fuel transfer equipment.
13. Bulk and wing fueling on aircraft.
14. Hauling equipment and merchandise as needed.
15. Support other maintenance departments as needed.
16. Maintain cleanliness of company vehicles and shop area.
17. Notifies supervisor of potentially dangerous equipment and corrective action taken.
18. Analyzes mechanical and operational problems on assigned equipment and plans for and takes corrective action.

Authority and Responsibility

1. Supervise and direct mechanic helpers.

Job Qualifications:

- Satisfactory work record, as determined by plant training committee.
- Satisfactory completion of three-year formal training program.
- Ability to use hand tools and trades type tools.
- High mental and visual effort required.
- Job involves standing most of shift.
- Willingness to work rotating shifts on continuous, seven-day cycle.

Additional Responsibilities:

Safety

1. Comply with all safety aspects, specific practices and procedures of the work scope and position(s).
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Contribute to the Safety Culture of the Company and report any Safety Hazards.
4. Required to learn and understand Dangerous Goods Transportation requirements.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those, that you are unable to personally correct, to a supervisor.

Security

1. Comply with all security practices, policies and procedures as trained.
2. Maintain employee vigilance and report all security concerns.

Administrative

1. Build an organizational culture in which passion for continuous improvement is innate.
2. Ensure adherence to procedures that promote the health and welfare of all employees.

Physical Abilities:

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. Sufficient physical ability, strength, mobility and stamina to lift, carry, push or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
3. Physical ability to sit for extended periods of time.
4. Requires the ability to be sedentary for extended periods of time.
5. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Environmental Conditions:

1. Requires the ability to work in extreme weather conditions.

License(s):

1. Valid Driver's license

Qualifications:

1. Knowledge of machines and tools, including their designs, uses, benefits, repair, and maintenance.
2. Requires the ability to understand and retain information provided verbally and written.
3. Requires knowledge of machines and tools, including their designs, uses, benefits, repair, and maintenance.
4. Requires manual dexterity to assemble and disassemble intricate assemblies.
5. Requires standing on hard surfaces, floors, ladders, and work stands for extended periods of time.
6. High school diploma or equivalent.
7. Minimum 2 years' experience.
8. Certification by Automotive Service Excellence (ASE).
9. Must have own tools.
10. Must be able to pass preemployment drug screen.
11. Must pass background check.
12. Willingness to accept night and weekend callouts in emergencies.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Everts Air Cargo is an Equal Employment Opportunity Commission compliant (EEOC) employer.

Employee Signature _____ Date _____

Employee Printed Name _____