



**Mid Hudson Construction Management Inc.**  
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## Shop Mechanic

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### **Position Responsibilities:**

The position of Shop Mechanic includes but is not limited to the following tasks:

- General preventative maintenance services on all company vehicles and heavy equipment (either in MHCM shop / yard or on project site) including overall cleaning.
- Repairs to all company vehicles and heavy equipment (either in MHCM shop / yard or on project site)
- Maintain preventative maintenance supplies par lists & ensure up to date stock (par quantities to be reviewed by management staff prior to final implementation)
- Responsible to be very familiar with the requirements of all MHCM vehicles & equipment. Exa: oil types & capacities, coolant types, etc. and their respective sources / suppliers.
- Preventative maintenance on company small equipment
- Repairs to small equipment (same parameters as listed for vehicles & heavy equipment)
- Review overall condition of any and all vehicles or equipment presently being repaired / serviced. Not simply the reported deficiency / condition.
- Maintain overall organization and cleanliness of shop / yard
- Maintain overall organization and cleanliness of service truck
- Perform job site deliveries if / when needed
- Provide detailed information regarding any and all repairs & maintenance on vehicles & equipment. Format / system to be determined. System to be administered by MHCM management. This includes (yet not limited to) parts & supply costs, equipment & tool costs, etc.
- Accurately account for time using necessary timesheets, equipment maintenance tracking systems, etc.
- Supply own basic tools (general mechanic's hand tools – "tools of the trade"). MHCM to provide specialty tools.
- Responsible for the safety & security of any and all MHCM supplied tools and equipment.
- Responsible for the safety & security of the shop & yard.
- Assist in sourcing / acquiring any needed specialty tools & equipment.

### **Position Requirements:**

- Valid Driver's License. CDL a plus, not required
- Must have dependable transportation
- Must have own tools
- Must have neat appearance
- Punctuality a must