

# ACE DISTRIBUTING

<b>POSITION:</b>  <b>FLEET MECHANIC</b>	<b>DEPARTMENT:</b> OPERATIONS <b>REPORTS TO:</b> FLEET MANAGER <b>STATUS:</b> NON - EXEMPT
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Maintain company fleet to comply with all state and federal regulations, to ensure safe vehicles for all of our employees as well as the general public.

## **WHAT WILL I BE DOING?**

*In your role as Fleet Mechanic, you will be part of our success by:*

- Prepare vehicles for state inspections and preventative maintenance as required.
- Schedule and perform all maintenance tasks on a timely basis.
- Perform random fluid checks of vehicles.
- Maintain records per vehicle showing service intervals and repairs.
- Monitor parts and supplies invoices.
- Keep shop equipment and work equipment clean.
- Operate all equipment in a safe and orderly fashion.
- Report any accident or injuries immediately.
- Maintain company supplied uniforms.
- All other duties as assigned by supervisor.

## **WHAT DO I NEED TO DEMONSTRATE?**

*As well as a strong desire to learn and succeed in distribution logistics, to be considered for this position you must be able to meet the following requirements:*

### Required:

- High School diploma/GED with significant relevant experience
- Two (2) years relevant experience or any equivalent combination of education and experience that demonstrates the ability to do the job
- Ability to operate Class A, B, and C CDL trucks, full size vans, pickup trucks, passenger cars, forklifts, pallet jacks, motorized pallet jacks
- Perform road calls to support fleet when needed
- Demonstrate ability to manage complexity along with strong problem solving, negotiating, and decision making skills
- Ability to manage multiple and sometimes conflicting priorities
- Ability to work with employees in all departments and at all levels of the organization
- Strong communication skills and the ability to build and maintain positive relations with fellow Ace employees and Ace customers

### Preferred:

- State inspection and Emissions Certified
- Knowledge of hydraulic lift gate operation, repair, and maintenance

## **WHAT ELSE DO I NEED TO KNOW?**

- Must be flexible to support a 24/7 operation, which may exceed a normal 8 hour workday.
- The ability to work a full shift, come to work on time, work overtime as needed, and the ability to work according to the necessary schedule to meet job requirements with or without reasonable accommodation is an essential function of this position.
- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, and vibration. Also, frequently required to walk, sit, talk, hear, use hands and fingers to operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to balance, stoop, kneel, and crouch. The employee must be able to lift up to thirty pounds regularly; thirty-five to fifty pounds frequently, one hundred seventy pounds occasionally. Specific vision abilities required by this job include close vision, peripheral vision, color vision, and the ability to adjust focus.

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- The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties as assigned, might be part of the job. This job description does not constitute an employment contract; the employment relationship between Ace Distributing and the employee is an at-will relationship.

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, ethnicity, disability, religion, national origin, gender, gender identity, gender expression, marital status, sexual orientation, age, protected veteran status, or any other characteristic protected by law. Where required by state law and/or city ordinance; this employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.*

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PRINTED NAME AND SIGNATURE

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DATE