

**Guardian Moving and Storage Co., Inc.**  
**Position Description**

**Title:** Motor Vehicle Mechanic **Job Number:** 05190  
**Job Family:** Skilled Trades/Crafts **Grade:** SCA  
**Date Prepared:** June 1, 2017 **Exempt/Nonexempt:** NE

**Purpose and Scope:**

Repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks or tractors.

**Essential Responsibilities:**

- 1) Diagnose the source of trouble and determining the extent of repairs
- 2) Replace worn or broken parts such as piston rings, bearings, or other engine parts
- 3) Grind and adjust valves.
- 4) Rebuild Carburetors.
- 5) Overhaul transmission
- 6) Repair fuel injection, lighting and ignition systems.
- 7) Repair vehicle liquid cooling systems.
- 8) Repair transmission and transfer assemblies.
- 9) Repair vehicle hydraulic systems and components.

Perform all other position related duties as assigned or requested.

**Minimum Position Knowledge, Skills, and Abilities Required:**

High school diploma or general education degree (GED) is required. Five (5) years related experience working with U.S. Army combat and tactical equipment preferred. Relevant experience gained in commercial production control position is acceptable. Must possess and maintain a valid driver's license and be able to operate a government general-purpose vehicle.

**Work Environment, Physical Demands, and Mental Demands:**

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or fee; and talk or hear. The employee frequently is required to walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, climb or balance, and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and extreme heat. The employee is regularly exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; outside weather

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conditions; extreme cold; and risk of electrical shock. The noise level in the work environment is usually loud, or may include unsafe conditions, questioning nonstandard operations or environmental factors that may involve unmitigated hazards, and providing feedback to supervisors and managers on all safety issues. Position may require the ability to pass and maintain a Security Clearance. Position may require travel.

**Other Responsibilities:**

Safety - Guardian enforces a safety culture whereby all employees have the responsibility for continuously developing and maintaining a safe work environment. As appropriate, each employee is responsible for completing all training requirements and fulfilling all self-aid/buddy aid responsibilities, participating in emergency response tasks and serving on safety committees and teams.

Quality - Quality is the foundation for the management of our business and the keystone to our goal of customer satisfaction. It is our policy to consistently provide services that meet customer expectations. Accordingly, each employee must conform to the Guardian Quality Policy and carry out job activities in compliance with applicable Guardian Quality System documents and customer contracts. Each employee must read and understand his/her Quality Management and Customer Satisfaction responsibilities.

Procedure Compliance - Each employee must read, understand and implement the general and specific operational, safety, quality and environmental requirements of all plans, procedures and policies pertaining to his/her job.

**Review and Approval:**      Steven P O'Carroll

**Date:** June 1, 2017