

**[Church Name]**  
**Mechanic Job Description (Sample)**

**Job Title:** Mechanic  
**Reports To:** Business Church Administrator  
**Position Status:** Full-Time/Part Time

**Purpose:**

General maintenance and repair of all equipment used in the business. Includes the servicing of vehicles, shop equipment, and machinery used for [Church Name].

**Responsibilities:**

**1. Essential Duty (40%): Maintenance of Equipment**

Tasks: Keep a log of all maintenance performed on equipment. Replace parts and fluids according to maintenance schedule. Regularly check gauges and loads for deviances that may indicate problems with equipment. Perform non-routine maintenance as required. May involve limited supervision and training of operators performing maintenance.

**2. Essential Duty (40%): Repair of Equipment**

Tasks: Requires inspection of equipment and a recommendation that a piece be scrapped or repaired. If equipment is to be repaired, mechanic will take whatever steps are necessary to return the piece to working order. This may include a partial or total rebuilding of the piece using various hand tools and equipment. Will primarily involve the overhaul and troubleshooting of diesel engines and hydraulic equipment.

**3. Essential Duty (10%): Testing and Approval**

Tasks: Ensure that all required maintenance and repair has been performed and that it was performed according to manufacturer specifications. Approve or reject equipment, as being ready for use on a job.

**4. Essential Duty (10%): Maintain Stock**

Tasks: Maintain inventory of parts needed for the maintenance and repair of equipment. Responsible for ordering satisfactory parts and supplies at the lowest possible cost.

## Mechanic Job Description (Sample)

### Nonessential Functions

Other duties as assigned.

### Qualifications

Experience in vehicle and machinery maintenance.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

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Signature [Mechanic]

Date

Revised: \_\_\_\_\_