



Small Tools Mechanic

Position: Small Tools Mechanic

Department: Shop

Reports To: Shop Foreman / General Manager

Employment Type: Full-Time

Position Summary

The Small Tools Mechanic is responsible for inspecting, maintaining, troubleshooting, repairing, and preparing small tools and light equipment used by field crews. This position helps ensure equipment is safe, reliable, properly maintained, and available when needed.

The ideal candidate is mechanically inclined, dependable, organized, and able to diagnose and repair a variety of gasoline-powered, electric, hydraulic, and pneumatic tools and equipment.

Essential Duties and Responsibilities

- Inspect, diagnose, maintain, and repair small tools and light equipment.
- Perform routine preventative maintenance and scheduled servicing.
- Troubleshoot mechanical, electrical, fuel, hydraulic, and starting-system problems.
- Repair and service equipment such as:
 - Concrete saws and cutoff saws
 - Compactors and plate tampers
 - Jackhammers and breakers
 - Generators
 - Pressure washers
 - Pumps
 - Air compressors
 - Welders
 - Drills and impact tools
 - Grinders and other power tools
 - Small engines and related equipment
- Perform oil changes, filter replacements, spark plug replacement, belt and blade replacement, lubrication, and other routine maintenance.
- Test repaired equipment to verify proper operation and safety before returning it to service.
- Identify parts and materials needed for repairs and communicate parts requirements to management.
- Maintain accurate records of repairs, maintenance, parts used, and equipment condition.
- Keep the shop, tools, work areas, and equipment organized and clean.
- Maintain an inventory of commonly used repair parts, supplies, and shop materials.
- Inspect returned or newly acquired equipment for damage, wear, or needed repairs.
- Communicate equipment problems and repair recommendations to supervisors.
- Follow manufacturer service procedures and company safety policies.
- Assist with maintaining equipment maintenance schedules and service records.
- Safely operate shop equipment, hand tools, power tools, and diagnostic equipment.
- Assist with other shop, equipment, and maintenance duties as needed.



Qualifications

- High school diploma or equivalent preferred.
- Previous mechanical, equipment maintenance, small-engine repair, or similar experience preferred.
- Strong mechanical aptitude and troubleshooting skills.
- Ability to use common hand and power tools safely and effectively.
- Basic understanding of gasoline and diesel engines, electrical systems, and mechanical components.
- Ability to read and understand equipment manuals, parts diagrams, and service information.
- Ability to diagnose problems and determine appropriate repairs.
- Valid driver's license.
- Small-engine certification or formal mechanical training is a plus.

Physical Requirements

- Ability to lift and move tools and equipment weighing up to approximately 50 pounds.
- Ability to stand, bend, kneel, stoop, climb, and work in various positions for extended periods.
- Ability to work in a shop environment and occasionally outdoors.
- Ability to safely handle grease, oils, fuels, cleaning products, and other common shop materials.
- Ability to wear required personal protective equipment.

Desired Skills and Characteristics

- Dependable and punctual.
- Strong attention to detail.
- Good organizational skills.
- Self-motivated and able to work independently.
- Good problem-solving skills.
- Takes pride in quality workmanship.
- Safety-conscious.
- Willing to learn new equipment and repair techniques.
- Able to prioritize repairs based on equipment needs and job requirements.
- Good communication and teamwork skills.

Work Environment

The Small Tools Mechanic primarily works in a maintenance or shop environment but may occasionally work outdoors or at job sites. The position may involve exposure to noise, dust, dirt, grease, fuels, oils, and varying weather conditions.

Performance Expectations

Success in this position is measured by:

- Equipment being repaired correctly and returned to service promptly.
- Minimizing equipment downtime.
- Completing preventative maintenance on schedule.
- Maintaining accurate repair and maintenance records.
- Keeping tools, parts, and the shop organized.
- Following company safety procedures.



- Providing dependable service and support to field operations.

The duties and responsibilities listed above are intended to describe the general nature and level of work performed in this position and are not intended to be an exhaustive list of all duties.

Benefits

- Competitive pay based on experience
- Consistent work
- Professional shop environment
- Medical, Dental, & Vision Insurance
- 401K with company match
- Vacation
- Holidays

Equal Opportunity Employer

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