

Department: WFPT	FLSA Status: Non-Exempt
Reports to: Operations Manager	Date: October 6, 2025

POSITION SUMMARY:

The Diesel Mechanic Assistant is responsible for assisting in the maintenance and repair of tractors and trailers. This team member will be responsible for providing quality workmanship in a timely manner. The Diesel Mechanic Assistant must be able to communicate with both Fleet Maintenance and Transportation Coordinator as needed to convey needed repairs and root cause of equipment failures. When time permits, this position will assist Granite Valley Forest Products production.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct activities in a safe manner, follow corporate safety guidelines and requirements, use personal protective equipment and proactively address any unsafe conditions observed. Maintain housekeeping and safety compliance, inspection ready at all times
- Assist mechanic in repairing and maintaining trucks and trailers
- Preventative Maintenance on company trucks and trailers
- Oil changes, services, greasing
- Tire changes
- Travel in company truck completing parts runs
- Identify and report driver abuse of equipment
- Other assignments as made by management

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required.

- Teamwork: Can work in group or alone; oriented towards the good of the whole. Contain ability to build rapport and good working relationship with co-workers
- Must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily.
- Good organizational skills
- Good computer skills
- Ability to troubleshoot and work in a fast paced environment
- Demonstrates ability to follow specific instructions and directions
- Good communication skills (written, verbal and listening)
- Ability to work under immediate supervision

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

The physical activities of the position include reaching, grasping, bending, squatting, stooping, twisting and other repetitive motions. Must be able to lift 50 pounds. Work is considered quite active and performed mainly in a truck and trailer shop. Some outside work may be required.