

Olson Explosives, Inc.

Job Description

Job Title: Mechanic

Reports To: Operations Manager

Name:

Salary Level:

FLSA Status:

Pay Status:

Prepared / Revised Date: January 2023

SUMMARY

Responsible for inspecting and repairing CDL vehicles, trailers/tankers, and light trucks. Oversee maintenance inspections, monitor inventory, assemble mechanical components, and perform repairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Conduct regular maintenance on CDL vehicles, trailers/tankers, and light trucks, and limited machinery.
- Work with team members to identify the issues or concerns regarding vehicles.
- Assemble mechanical components according to specifications.
- Design a plan of action for all maintenance tasks and upgrades.
- Maintain work logs, repairs, and maintenance records.
- Monitor inventory and order new parts when necessary.
- Offer consultation on maintenance and preventative procedures to team members and management.
- Perform vehicle assessments and annual CDL vehicle inspections.
- Obtain and/or Maintain Class B CDL with hazmat and tanker endorsements.

NON-ESSENTIAL DUTIES & RESPONSIBILITIES include the following. Other duties may be assigned.

Maintain education and professional expertise through attendance at job related seminars, conferences, and workshops.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include communicating issues or concerns to management

_____ Initials

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and two to three years related mechanical experience and/or training; or equivalent combination of education and experience. Desire to possess explosives industry related endorsements and continuing education. Commercial Driver's License with Hazmat and Tanker endorsements are not required for this position, but are preferable.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Must be able to operate PC, printer, copy and fax machines and smart phone. Must have working knowledge of word processing and spreadsheet software programs.

KEY CONTACTS--Internal and External

Has constant contact with all Olson Explosives, Inc. employees, office, technical and sales representatives, and officers to ensure successful and safe operations at Olson Explosives, Inc.

Has contact with explosives customers, (owners, managers, employees), land owners, adjoining neighbors, and the general public.

CERTIFICATES, LICENSES, REGISTRATIONS

Employee must be able to retain an active valid current commercial driver's license with Hazmat and Tanker endorsements, be physically capable of operating a vehicle, possess a Satisfactory MVR record, and be deemed insurable by employer's insurance in order to drive company vehicles. Must maintain MSHA Part 48 Annual training

Employee must pass all required DOT drug screening to maintain employment and commercial driver's license requirements.

_____ Initials

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. . The employee is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, crawl, or sit. The employee must occasionally lift and/or move up to 55 pounds. Specific vision abilities required by this job include close vision, and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment may be moderate to high.

COMMENTS

Position requires the ability to work before or after normal business hours (7am-5pm) to meet the needs of customers. Ability to work early mornings, departure for a jobsite may be in the early hours of the morning.

CONFIDENTIALITY AGREEMENT

I, The undersigned, holding a position with Olson Explosives, Inc. do hereby declare and pledge myself upon honor as if I were sworn thereto, that I will observe the strictest confidentiality on the subject of all accounts of all bodies or individuals dealing with Olson Explosives; on the subject of all transactions of Olson Explosives, or whatever description with its customers, correspondents, shareholders, or with any other bodies or persons whomsoever, on credits or affairs of all bodies or persons respecting which I may acquire information through the business of Olson Explosives.; and on the nature or amount of the transactions of Olson's, or the position of its concerns or affairs, in any respect whatever. And I hereby likewise pledge myself to continue to observe secrecy on such subjects should I leave the service of Olson Explosives, Inc., for any reason whatever.

ACKNOWLEDGEMENT

I understand the above are general management guidelines and may be changed as business necessitates. I understand my employment is for no definitive period and may be terminated at will. I acknowledge that I have read, understand and agree to the terms of this document. I authorize my employer to deduct from my wages any charges that arise as a result of my breach of this agreement.

By signing, Employee fully understands the Agreement, accepts, and agrees to each and every paragraph, term, and/or provision contained in it, and fully accepts and agrees to it as binding upon him for any and all purposes whatsoever.

IN WITNESS WHEREOF, the Employer has by its appropriate officers signed and affixed his _____ Initials

seal, and the Employee has signed this Agreement.

Employee Signature Date

Employee Signature Date

_____ **Initials**