



WAGNER EQUIPMENT CO.

Job Description

JOB TITLE: Preventative Maintenance (PM) Technician – Class B
DEPARTMENT: Preventative Maintenance/Service Department
REPORTS TO: PM Manager/Shop Coordinator

Job Code: 396

Full Time **Supervisory** **Exempt**
Part Time **Non-Supervisory** **Non-exempt**

POSITION SUMMARY

The PM Class B is responsible for safely performing basic preventative maintenance on customer earthmoving equipment. The Class B-level position is expected to perform at 120% or less of standard hours with the highest level of quality, and with general supervision.

Direct Reports: None

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Administrative:

- Completes service reports, warranty reports, and inspection reports as needed

Organizational: NA

Interpersonal:

- Communicates PM problems to direct supervisor as they occur

Sales: NA

Technical:

- Operates heavy equipment safely
- Recognize safety related issues and notifies proper personnel
- Obtains oil samples form machines
- Drain and replace oil
- Replace oil, fuel, air conditioning and cab filters
- Accurately locate parts and service information using SIS
- Accurately order and return parts, following identified procedure
- Removes and installs components as needed to adjust engine valves
- Train and guide the work of other PM Technicians
- Operates a lube truck
- Follows steps outlined in maintenance manual
- Upon infrequent occasions, completes Revisits, PIPs and/or PSPs
- Perform and complete machine inspection reports
- Perform the highest level of quality work that is expected

Supervisory: NA

ESSENTIAL JOB REQUIREMENTS

Minimum Education Required: High School Diploma or GED

Minimum Experience Required

One - two years servicing machines

Experience Defined: Basic (1-3 yrs) Intermediate (3 – 5 yrs) Advanced (5+ yrs)

Administrative / Clerical Experience - Basic

Customer Service Experience - Basic

Technical or Mechanical - Basic

(Machine Service/Maint)

Certificates, Licenses and Registrations Required: Commercial driver's license

Required Skills and Competencies

Data Entry

Communication Skills

Math Skills

Product Knowledge

Organizational Skills

Safety Knowledge

Reading / Writing Skills

Reasoning Skills (Defines problems, collect data,
draws conclusions)

Preferred Skills and Competencies

Computer Skills

DBS - Basic

ET / SIS /SIS Web - Basic

ADDITIONAL INFORMATION

Working Conditions

Noise

Environment

Quiet

Indoors

Moderate

Outdoors

Loud

Both

Physical Requirements (Checked requirements indicate **more than 1/3 of the time spent on the job**)

Standing

Walking

Talking

Sitting

Use of Hands

Hearing

Weight / Lifting

None

1–25 lbs

26–50 lbs

More than 50 lbs

Travel Requirements:

None

1-25%

25-50%

50-75%

75-100%

Limitations and Disclaimer

This job description is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Wagner Equipment Co. will reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.