



10/1/25

Position Title: Truck Technician

Reports To: Shop Foreman

Qualifications:

- Driver's License, CDL may be required within 6 months if driving trucks
- Pass DOT physical if driving trucks
- Pass required drug and alcohol tests if driving trucks
- Basic truck driving experience
- Able to fill out reports and work orders neatly and legibly
- Willing to respond to after hour's customer emergencies
- Willing to attend all safety and informational schools
- Willing to assist in other areas of the Co-op
- Class C License

Work hours: As scheduled by Service Manager
Work Saturday rotation

Pay Scale: \$15.00 - \$25.00

Position Objective: To offer efficient service in the shop so that our present customers will continue to return for additional services and build new business by satisfying any new customers that requests our services.

Duties and Responsibilities:

1. Wear a clean uniform daily and be personally neat and clean.
2. Give fast and friendly service and follow recommended checklist procedures.
3. Discuss any scheduling with Supervisor.
4. Refer all parts and service orders to Shop Manager.
5. Change oil, grease, filters, thermostats, brakes, exhaust etc. on vehicles.
6. Repair, change, mount, and inspect tires for customers.
7. Become familiar with auto, truck, implement and tractor tire line.
8. Keep vehicle comebacks to a minimum.
9. Keep tools, floors, benches, and general work area clean and free of clutter at all times in order to improve the image of the services we perform.
10. Assist in doing your part in the common housekeeping duties as listed on the Shop Managers work list.
11. Use work orders for any service work performed.
12. Have all work orders filled out upon completion of each job and submit to Shop Manager immediately for billing.
13. Keep customers vehicles clean, free of grease and dirt smudges by using throw covers, floor mats and by cleaning hands before entering customer's vehicles.
14. Keep up to date and knowledgeable on products available.
15. Attend product, merchandising and cooperative meetings regularly.
16. Sell replacement items such as wiper blades, fan belts, batteries, filters, tires and etc.
17. Perform other duties within the coop as assigned by the Service Manager.