



Title: Equipment and Maintenance Tech

Effective: May 2017

Reports to: Vice President Service

Updated: May 2017

Location: Harbor Springs and Charlevoix Yards

Purpose: To conduct preventative maintenance and repairs on all equipment and vehicles.

#### Responsibilities

- Diagnose and make repairs to equipment, machines, systems, and vehicles
- Repairs and maintenance to buildings, overhead doors, fixtures, docks, etc.
- Perform routine maintenance on equipment, machines, systems, and vehicles specific: cranes, Travelift, fork trucks, heavy trucks, hydraulic trailers
- Install new components, accessories, and hardware
- Operate yard equipment to include crane, travelift, trucks and forklift
- Demonstrate teamwork and ability to complete jobs with high standards
- Maintain personal inventory of tools and organize tools to be prepared at job site
- Maintain a clean and organized work area with safety minded practices
- Keep accurate, legible records of work performed
- Collaborate and communicate with Service Managers daily
- Report to Service Managers for issues
- Other duties as assigned

#### Qualifications and Requirements

- Have a solid work ethic. Be a team player.
- Ability to operate tools, power equipment, and motorized cranes and vehicles
- Ability to climb ladders and stairs, to lift up to 50 pounds consistently
- Ability to work outdoors, in varying climate and weather conditions
- Ability and willingness to work six days a week seasonally
- Willingness to learn, advance, and be an active team member
- Outgoing, detail-oriented, proactive, and self-motivated
- Demonstrated ability to communicate and interact positively with people
- Ability to read and understand reference materials to include service manuals
- Ability to keep an accurate, legible record of work performed
- Demonstrated mechanical aptitude and experience

This job description is a guide for expected job duties and responsibilities and is not intended to limit individual initiative or contribution. All employees of Irish Boat Shop are expected to be contributing members of the team and to assist in any area where there is need. The Company reserves the right to make changes to this document at any time.

Employee Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_