

Position Title: Auto Mechanic

Department: Auburn Limo

Reports To: Facility Director

Location: Greater Syracuse, Auburn area

Pay Schedule: Weekly

Non-Exempt: Compensation starts at \$25 to \$27 an hour, depending on experience

Benefits: Begin the first day after the first two full months of employment

**Interested applicants- please call 315-506-4447**

\*\*\*\*The salary range reflects the anticipated compensation for the role and may vary based on several factors, including experience, education, specific skill sets, tenure, and overall fit. We value each person's contributions and understand that every role has unique requirements that influence compensation; however, different roles may require different levels of expertise and qualifications, which can affect compensation. While we strive to maintain fairness and consistency across the organization, differences in responsibilities, qualifications, and market conditions may result in varied compensation levels. Our goal is to ensure that compensation remains equitable, aligned with the demands of each position, and reflective of each employee's unique value.

**Job Summary:** The Mechanic is responsible for maintaining, repairing, and servicing a variety of vehicles, including limo buses and other equipment. This role ensures that all vehicles and equipment operate safely and efficiently by performing regular inspections, diagnosing issues, and executing necessary repairs.

**Key Responsibilities:**

Perform routine maintenance on diesel engines, including oil changes, filter replacements, and other preventative measures.

Diagnose and troubleshoot mechanical, electrical, and hydraulic issues.

Repair and replace defective parts using hand tools, power tools, and specialized equipment.

Conduct safety inspections and ensure compliance with industry standards and regulations.

Maintain accurate records of all maintenance and repair work.

Collaborate with other team members to ensure the timely completion of tasks.

Keep the work area clean and organized, properly storing tools and equipment.

#### Qualifications:

A high school diploma or equivalent, as well as technical certification or a degree in mechanics, is preferred.

Proven experience as a mechanic or in a similar role.

Strong knowledge of engines and mechanical systems.

Proficient in using diagnostic tools and equipment.

Ability to read and interpret technical manuals and schematics.

Excellent problem-solving skills and attention to detail.

Good physical stamina and the ability to lift heavy objects.

Valid driver's license; CDL is a plus.

#### Physical Demands and Work Environment

The physical demands described here represent those that an employee must meet to perform the essential functions of this position successfully.

Work is performed in a warehouse or production facility environment.

May be exposed to varying temperatures, noise, and dust.

Must be able to lift 50 pounds.

This position operates in a workshop and occasionally outdoors.

Exposure to noise, dust, and fumes is common.

Use of protective equipment is required.

Must be able to use hand tools, pallet jacks, and forklifts.

It requires frequent standing, walking, crouching, bending, kneeling, lifting, and using repetitive motions of hands or wrists; finger, grasp, handle, or feel; reach with arms and hands for extended periods.

#### Additional Responsibilities:

Employees may be required to perform duties outside their primary responsibilities or assigned department, as reasonably requested by management. These duties may occasionally occur outside of regular working hours, provided they align with applicable labor laws and are compensated fairly and appropriately, reflecting the value of your contribution to the organization.

#### Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s). Employees will be required to follow any other job-related instructions and perform any other job-related duties requested by anyone authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements. They are subject to possible modification to accommodate individuals with disabilities reasonably.

Immediate Mailing Services, Inc. is an equal opportunity employer and values diversity. Immediate Mailing Services, Inc. is a drug-free workplace that is compliant with applicable ADA regulations. Immediate Mailing Services, Inc. is an Equal Opportunity-Affirmative Action Employer – Minority / Female / Disability / Veteran / Gender Identity / Sexual Orientation / Age / Immigration Status / Criminal Convictions / Height / Weight, or any other protected class/status. Immediate Mailing Services, Inc. is committed to diversity and inclusion. We seek employees and customers from all backgrounds to join our teams, and we encourage them to bring their authentic, original, and best selves to work. Our employees are expected to do the same. All employment decisions are based on qualifications, merit, and business needs. The company is an equal opportunity employer, a drug-free workplace, and complies with ADA regulations as applicable, including Veterans Disabled..

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to their health, safety, or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.

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