



Shop Manager/Mechanic

Summary/Objective

The Shop Manager/Mechanic is responsible for overseeing the maintenance, repair, and overall management of the branch's fleet, equipment, and shop operations. This role ensures all vehicles and equipment are operating safely and efficiently to support daily field operations while maintaining an organized, compliant, and proactive shop environment.

Essential Functions

Core Responsibilities

- Manage and maintain inventory of all equipment, tools, parts, and materials.
- Diagnose mechanical issues and perform timely repairs on landscape equipment, small engines, trucks, and heavy machinery to minimize downtime.
- Implement and maintain a preventative maintenance program for all fleet vehicles and equipment.
- Track and document equipment status, service history, and repair records.
- Review weekly vehicle inspection reports and coordinate corrective actions as needed.
- Schedule and oversee routine maintenance, inspections, and repairs.
- Procure parts and materials from vendors, coordinate deliveries to job sites when necessary.
- Ensure crews are equipped with the tools and equipment needed to perform work efficiently.
- Maintain a clean, organized, and safe shop, yard, and storage areas in compliance with company standards.
- Submit invoices, receipts, and maintenance records to the corporate office in a timely manner.
- Supervise shop personnel and/or mechanics as assigned.
- Delegate tasks effectively and ensure timely follow-up on assigned work.
- Provide guidance and support to field staff regarding equipment usage and care.

Supervisory Responsibility

This position has supervisory responsibilities.

Work Environment

This position operates primarily in a shop and yard environment, with frequent exposure to outdoor conditions, noise, and mechanical equipment.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to handle or feel; and reach with hands and arms.

Position Type/Expected Hours of Work



Shop Manager/Mechanic

This is a full-time position. Days and hours of work are Monday through Friday, 5:30 AM to 4 PM. Hours are subject to change, as this position interacts with office and field.

Travel

This position may require overnight travel, depending on operational needs. Extensive driving may be required. **Please note: Smoking in company trucks is not permitted.**

Required Education and Experience

1. High School Diploma (or equivalent)
2. Professional with a minimum of 3+ years repair experience with mowers, small engines, 2-cycle equipment, and utility vehicles; Fabrication experience preferred
3. Basic computer skills for recordkeeping and communication

Preferred Education and Experience

1. Technical certifications in mechanics or related field
2. CDL (Commercial Driver's License) preferred
3. Fabrication and welding experience a plus

Additional Eligibility Qualifications

- Strong mechanical knowledge, including electrical and hydraulic systems
- Experience working with heavy equipment (e.g., skid steers/Bobcat)
- Strong organizational and inventory management skills
- Proactive mindset focused on preventative maintenance rather than reactive repairs
- Effective communication skills with the ability to coordinate across management, crews, and vendors
- Ability to prioritize tasks in a fast-paced environment
- Bilingual (English/Spanish) preferred
- Valid driver's license with a clean driving record

Other Duties

Please note this job description is not intended to cover or contain a comprehensive list of all activities, duties, or responsibilities required for this position. Duties, responsibilities, and activities may change at any time, with or without notice.

Signatures

Employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.



Shop Manager/Mechanic

Employee _____ Date _____

This job description has been approved by all levels of management:

Manager _____

Human Resources _____