

Tree Trust - Job Description

Title: Mechanics & Operations Assistant
Reports To: Director of Operations
Classification: Full-time, non-exempt
Salary: \$25,000 - \$30,000 DOQ

Job Purpose: To support field operations through the repair, maintenance, organization and training on proper use of tools, equipment and vehicles.

Essential Functions:

1. Maintain and repair gas powered small engines and equipment.
2. Maintain and repair hand tools.
3. Maintain and repair vehicle fleet.
4. Maintain and repair heavy equipment.
5. Coordinate with outside vendors to facilitate repair and/or maintenance.
6. Safely operate all tools and equipment.
7. Transport tools, vehicles and equipment.
8. Teach and train team members on proper use, maintenance and care of tools and equipment.
9. Effectively communicate with team members from various departments, supervisors, and other stake holders.
10. Develop and deliver reports, maintenance tracking, and other documentation.
11. Assist with Landscape Services field work as needed, including, but not limited to:
 - a. Commercial Snow Removal
 - b. Landscaping & Tree Care
 - c. Property Maintenance
 - d. Ramps Construction
12. Other duties as assigned.

Qualifications/Skills Required

The successful candidate will possess:

- A valid drivers license, prefer CDL
- Technical degree, or equivalent education or experience.
- Knowledge and experience repairing and maintaining equipment.
- Knowledge and experience working with Microsoft Office applications.
- Ability to prioritize tasks, work independently, and to meet deadlines.
- Ability to organize and manage resources to control expenses.
- Strong interpersonal and oral and written communications skills.

Karly Turner

Human Resources Specialist

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