



Job Title: Mechanic Helper

Location: Richmond, VA

Reports to: Equipment Service Manager

FLSA Status: Hourly / Non-exempt

Company Overview

W. O. Grubb is the leading provider of crane rental and steel erection services in the Mid-Atlantic United States. W. O. Grubb was founded in the 1960's with a basic concept, which was to provide high quality steel erection services, equipment, manpower and superior responsiveness to our customers. W. O. Grubb is one of the largest family owned and operated crane rental companies in the nation. Multiple locations serve Virginia, Maryland, North Carolina and surrounding states with crane rentals and service.

Description Summary

A Mechanic Helper's job is to efficiently maintain to the highest quality all of W. O. Grubb's equipment, realize cost savings whenever possible, and help achieve the mission and goals of the company, while maintaining outstanding customer service. The Mechanic Helper usually works under direct supervision and expected to work long hours with frequent standing and moving. Possible exposure to extreme heat or cold external temperatures, and subject to working weekends and holidays.

Responsibilities:

- Assists in performing PM and corrective maintenance on diesel engines, booms, electrical systems (including troubleshooting onboard computer systems), hydraulic systems (booms, outriggers, pumps), brakes and other basic components;
- Assists the Mechanics to ensure that all service reports are completed correctly and submitted to the Maintenance Supervisor;
- Assists in routine maintenance (performed and documented) according to specific equipment and manufacturer's specifications;
- Assists the Mechanics to ensure all required repairs are completed efficiently and cost effectively, and that all repairs are documented in detail;
- Assists to ensure that all required reports and forms are completed and submitted in a timely manner
- Perform any other duties as assigned.

Knowledge, Skills, and Experience

Essential:

- Must have the ability to work on forklifts, tractor trailers and miscellaneous equipment;
- Must work well and communicate effectively with operator and other mechanics;
- Possess a minimum of a high school diploma or equivalent;

- Must be able to pass a drug test, background check, and fit for duty test.

Desired:

- Minimum of 6 months’ experience in diesel mechanics with proven troubleshooting skills;
- Experience in crane operations is highly desirable;
- Must work safely in a fast-paced environment – many times under pressure;
- Experience in diesel, gasoline and propane engines;
- Proven ability to read electrical and hydraulic schematics;
- Creative thinking skills to make continuous improvements;
- Prefer candidates with proficient oral and written communication skills, technical skills, and functional skills;
- Willing to work day and night shifts, weekends and holidays.

Physical Demands

The Americans with Disabilities Act (ADA) requires employers to identify essential functions of a role. As a result, the following table was created. Please note: This checklist should not be considered all-inclusive.

Function	Essential Function		Frequency		
	Yes	No	Occasional (1-33% of the time)	Regular (34-66% of the time)	Constant (67-100% of the time)
Balancing	X		X		
Bending	X			X	
Carrying	X			X	
Climbing	X			X	
Crawling	X			X	
Driving	X			X	
Filing	X		X		
Fingering	X			X	
Hand/Eye coordination	X			X	
Hearing	X				X
Kneeling	X				X
Lifting bulky items	X			X	
Lifting from arm level	X			X	
Lifting from floor level	X			X	
Lifting objects 10-24 lbs.	X			X	
Lifting objects 25-49 lbs.	X			X	
Lifting objects > 50 lbs.	X		X		
Pulling	X		X		
Pushing	X		X		
Reaching above shoulders	X			X	
Reaching below shoulders	X			X	
Reading - English	X				X
Sitting	X		X		
Speaking - English	X				X
Standing	X				X
Stooping	X			X	
Twisting/Turning	X			X	
Typing/Word processing	X		X		
Vision – Color ID	X				X
Vision – Depth perception	X		X		
Vision - Near	X			X	

Function	Essential Function		Frequency		
	Yes	No	Occasional (1-33% of the time)	Regular (34-66% of the time)	Constant (67-100% of the time)
Walking	X			X	
Writing - English	X		X		

- Approximately 3% of time spent in usual office conditions;
- Approximately 97% of time spent in external conditions which may include temperature variance, elevated noise levels, dust and fumes;
- Travel is required.

Reasonable accommodations will be made to enable individuals with disabilities to perform the tasks.

Work Environment

The employee may be required to wear appropriate PPE equipment. The employee could occasionally be exposed to extreme temperatures, fumes, or airborne particles. The noise level in the workplace is moderate.

How to Apply

If you have the desire and feel you are ready to work in a high-performance, fast-paced environment, please visit our website at www.wogrubb.com, and submit your resume online.

W.O. Grubb Steel Erection, Inc. is proud to be an Equal Opportunity Employer