



**Position:** Preventative Maintenance (PM) Technician  
**Department:** Service Department  
**Reports To:** Service Manager  
**Supervises:** NA  
**Job Group:** Craft workers  
**Exempt or Non-Exempt:** Non-Exempt

**Job Description:**

This individual will perform preventative maintenance repairs and inspections on equipment. Their work must be completed in a safe, professional and timely manner.

At RDO Equipment Co., we make decisions thoughtfully, balancing the impact on each of our stakeholders, and enact those decisions according to each of our core values. In this way, we find purpose in our work and pride in our purpose.

**Specific Duties Include:**

- Perform preventative maintenance inspections and repairs on heavy equipment.
- Change engine fluids, filters, lubricate components, and minor part replacement.
- Safely operate vehicles and equipment.
- Maintain lube truck inventory and parts.
- Maintain a clean and safe work area.
- Prepare all reports and forms required in conjunction with work assignments.
- Promote preventative maintenance services to customers.
- Maintain technical and product knowledge on all equipment sold within the dealership's area of responsibility.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as specified in company manuals and as directed in the employee handbook.
- Conduct self in the presence of customers and community so as to present a professional image of RDO Equipment Co.
- Proactively seek and participate in available company-sponsored training, in an effort to develop and advance knowledge base and skill set.
- Participate in all company/location driven communication efforts, including open book meetings, huddles, department meetings and other related efforts.
- Maintain a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform all other duties as assigned by management in a professional and efficient manner.

**Job Requirements:**

- Diesel/mechanical aptitude
- Basic tools to perform duties

- Computer skills
- Oral and written communication skills
- Commercial Driver’s License (CDL) – Class B
- High school diploma; technical training preferred
- Candidates must have valid work authorization and be able to work in the U.S. without company sponsorship.

**Essential Job Functions:**

<b>Activity</b>	<b>Never</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Hours Per Day	0 Hours	Up to 3 hours per day	3-6 hours per day	6-8+ hours
Sitting		X		
Walking			X	
Standing			X	
Bending (neck)		X		
Bending (waist)		X		
Squatting		X		
Climbing		X		
Kneeling		X		
Crawling		X		
Twisting (neck)			X	
Twisting (waist)		X		
Hand Use: Dominant Hand Right___ Left___				
Is repetitive use of hand required?				X
Simple Grasping			X	
Power Grasping		X		
Fine Manipulation		X		
Pushing/Pulling		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)			x	
<b>Lifting:</b>				
0-10 lbs.		X		
11-25 lbs.		X		
26-50 lbs.		X		
51-75 lbs.		X		
76-100 lbs.	X			
<b>Carrying:</b>				
0-10 lbs.		X		
11-25 lbs.		X		

26-50 lbs.		X		
51-75 lbs.		X		
76-100 lbs.	X			
Driving cars, trucks, forklifts, other equipment?			X	