



## Maschmeyer Concrete Company

### Roles and Responsibilities Fleet Mechanic

**Philosophy:**

Aligned with the Maschmeyer Concrete Mission Statement and Core Values, the Fleet Mechanic ensures that:

- Ready mix rolling stock is mechanically maintained to the highest safety standard, and
- The targeted number of trucks mechanically available is consistently achieved by following fleet maintenance business processes, including a structured Preventive Maintenance Program.
- The Department is the Service Center of Choice, repairing trucks and communicating with Delivery Professionals as internal customers in a mutually professional and respectful manner about proper equipment operating practices and procedures.

**Safety:**

Monthly Safety Meetings. The Fleet Mechanic participates in the monthly safety meetings. These meetings provide opportunities to obtain important feedback from Delivery Professionals and engage in training and reinforcement of basic operating practices required to properly maintain equipment.

Prompt Response to Daily Vehicle Inspection. Under the direction of the Operations Manager, the Fleet Maintenance Department responds on a daily basis to Delivery Professionals' concerns and feedback about the fleet.

Proper Completion of Maintenance Tasks. The Fleet Maintenance Department does not take short cuts. Trucks are repaired thoroughly based on an accurate diagnosis of the cause of the mechanical failure.

**Availability (PMs):** Fleet Availability. The Fleet Mechanic is a critical part of the customer service team, ensuring that the targeted number of trucks is mechanically sound and consistently available to haul concrete every day. The percentage of trucks available on a daily basis is a critical Key Performance Indicator with a target based on fleet age and equipment condition.

Preventive Maintenance Program. The Fleet Mechanic follows a structured Preventive Maintenance Program that minimizes unexpected repairs. Suggested guidelines for the PM program are found in the Preventive Maintenance Business Process.

Identification of Delivery Professional Operating Errors. The Fleet Mechanic is often able to identify equipment operator errors and other issues of concern. Rather than ignoring these issues, each operator error should be communicated to Plant Management leadership for Delivery Professional training. Fleet Mechanics should communicate through the Fleet Maintenance Manager and Operations Manager concerning these issues when one-on-one discussion does not yield the desired results.

**Fleet Repairs:**

Root Cause Failure Analysis. Fleet Mechanics strive to identify the root cause of all reported problems. When reactive maintenance incidents occur, the Fleet Mechanic works with the Fleet Maintenance Manager, Operations Manager and Delivery Professional to identify ways to prevent the problem in the future.

Learning Environment. If the Fleet Mechanic is uncertain about how or why a repair is to be performed, the question is brought to the attention of the Fleet Maintenance Manager immediately. The Fleet Maintenance Manager shall assume the lead role in coaching the fleet mechanics.

Documentation. The Fleet Mechanic professionally completes all required paperwork as prescribed by maintenance business processes and company policy.

**Appearance:**

Shop Floor. Fuel and oil are stored in an environmentally acceptable manner. The floor is well organized and clear of debris.

Parts. Parts are inventoried and stored in an organized manner. Obsolete parts are disposed of in a safe and proper manner.

***Our  
Mission***

*To be the supplier of choice by consistently delivering quality products and services in a safe and timely manner.*

*We will make it easy for our customers to do business with us while providing a superior work atmosphere for our team members.*