



Parts Runner/Shop Assistant– Full Time

The ideal candidate must be punctual, motivated, and willing to learn and develop their skills. Must also be detail-oriented, honest, and carry out tasks safely and professionally.

The Parts Runner/Shop Assistant's primary function will be to pick up and deliver parts safely and promptly to field mechanics and maintenance shop.

Qualifications:

- Must be able to pass a pre-employment drug screen.
- Class C Driver's license is required.
- Knowledge of the Northern Nevada area.
- Ability to read and follow maps and directions.
- Clean driving record.

Preferred Qualifications:

- 1+ years of parts runner experience.
- Knowledge of essential hand tools and some shop equipment.

Duties and responsibilities:

- Pick up parts at various vendors.
- Deliver parts to field mechanics at various job site locations.
- Assist the shop in moving vehicles as needed.
- Assist mechanics with light mechanical repairs at the direction of the Maintenance Manager or mechanic.
- Help organize and keep accountability of parts.
- Assist in keeping the maintenance yard in order and clean.
- Washing of vehicles, trucks, and equipment using a power washer.
- Assist in keeping the shop clean and organized.
- Other duties as assigned.

Physical requirements:

- Must be able to perform the above for at least 8 hours per day, five days per week. May be required to work over-time, after-hours, on weekends, for emergencies, or on-call.
- Ability to work while wearing safety boots, safety glasses, and hardhat when required.
- Ability to work in adverse weather conditions, which can include but is not limited to extreme heat and cold temperatures, inclement weather such as wind, rain, snow, sleet, and dust, and adverse driving conditions including wet roads, icy roads, and fog.
- Employees in this job classification may be exposed to dust, fumes, or other airborne pathogens.
- Must be able to lift/carry 50 lbs. on occasion and up to 100 LBS as needed with or without assistance.

Benefits:

- Competitive pay.
- Fully paid medical insurance for the employee, 50% paid medical for family.
- Vision and dental insurance available.
- 401K with up to 4% matching.
- Paid weekly
- Paid Time Off