



Sherwood Trucks is an authorized Freightliner, Western Star & Isuzu dealership with three locations serving northeastern Pennsylvania.

Job Title:

Maintenance

Date:

June 12, 2024

Job Description:

1 | SUMMARY OF FUNCTIONS:

Responsible for performing a variety of duties primarily to sustain or improve the cleanliness and upkeep of the entire dealership.

2 | MAJOR DUTIES AND RESPONSIBILITIES:

- Cleaning the dealership according to the task list.
- Trash removal
- Sanitizing and disinfecting according to COVID protocols.
- Basic grounds keeping, snow removal, and painting.
- Handyman skills required.
- Attention to detail a must.
- Requires the use of hand or power tools, performing or assisting with various operations.
- Basic knowledge of electrical systems, HVAC systems, and other building systems.
- Must have a valid drivers license and a clean driving history.
- Compliance: Keeping up to date with programs, regulations, processes and training. Elite Support training and processes. Adhering to safety policies.
- This is a physical job, must be able to walk, stand, and lift.
- Assisting all departments when necessary.

3 | ORGANIZATIONAL RELATIONSHIPS:

Reports directly to the Service Manager. Able to assist other departments as needed.

Job Location:	Dunmore, PA	Company Industry:	Truck Dealership
Job Role:	Maintenance / Safety	Position Available:	Now
Employment Status:	Full-time	Employment Type:	Employee
Career Level:	Technical	Years of Experience:	Minimum 2 years experience
Business Experience	Maintenance experience is ideal.	Degree:	High School or Equivalent

Employee Signature: _____ Date: _____