

# Josiah Singleton

## Senior Automotive Mechanic, Medium and Heavy Trucks

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### STRENGTHS

- 🔧 **Field Diagnosis**  
Roadside assignments called for calm troubleshooting. Repairs restored usable equipment when shop access was unavailable.
- ✅ **Preventive Maintenance**  
Scheduled inspections revealed defects early. Careful service history review supported safer and more reliable fleet release.
- ♥️ **Safety Practice**  
Lockout, lifting, blocking, and PPE controls shaped each repair. Supervisors could trust work completed under pressure.
- ➦ **Technical Communication**  
Clear repair notes connected shifts and supervisors. Good records became a practical aid during recurring service decisions.
- ⚙️ **Hands On Fabrication**  
Minor welding and fabrication restored brackets and guards. Measurements and drawings helped keep finished repairs aligned.

### SKILLS

Vehicle repair   Fleet maintenance

Mechanical diagnostics

Preventive maintenance

Vehicle inspections

Roadside repair

Welding and fabrication

Mechanical hand tools

Shop machinery

Testing equipment

Technical drawings

Work activity reports

### SUMMARY

Automotive mechanic with eight years maintaining and repairing **medium and heavy trucks**, service vehicles, and fleet equipment across transportation and public works settings. Progressed from shop based maintenance into independent field diagnosis, roadside repair, emergency call out support, and repair coordination at **disabled vehicle locations**. Skilled with mechanical hand tools, shop machinery, testing equipment, scheduled inspections, preventive maintenance, welding, fabrication, technical drawings, work activity reports, and maintenance records. Holds a valid **Commercial Driver's License Class A**, ASE Medium/Heavy Truck **Preventive Maintenance** Inspection certification, and OSHA 10 Hour General Industry training. Applies practical hazard controls, clear documentation, and disciplined troubleshooting that return safety critical fleet assets to service with dependable communication across operations teams.

### EXPERIENCE

#### Senior Automotive Mechanic, Fleet Maintenance

Prairie Fleet Maintenance Group 📅 October 2022 - Present 📍 Joliet, IL

Lead maintenance and field repair for medium and heavy trucks supporting regional transportation operations. Guide scheduled inspections, preventive service, emergency call outs, roadside diagnosis, welding, documentation, and safe repair decisions while coaching less experienced mechanics.

- Diagnosed drivetrain, brake, steering, electrical, and mechanical faults using **testing equipment** and service information.
- Led scheduled inspections and preventive maintenance reviews, identifying defects before fleet units returned to operations.
- Completed roadside repairs at **disabled vehicle locations**, documenting unresolved defects for controlled recovery and shop follow up.
- Performed minor **welding and fabrication** from measurements, sketches, and **technical drawings**, restoring brackets and guards.
- Maintained repair orders and **work activity reports** covering findings, parts, adjustments, and final equipment status.
- Coached developing mechanics on diagnostic sequencing, tool selection, hazard controls, and **emergency call out** procedures.

#### Automotive Mechanic, Fleet Service

Metro Equipment Service Center 📅 October 2020 - September 2022 📍 Naperville, IL

Maintained vocational trucks and support vehicles in a high use fleet environment. Combined inspections, diagnostic testing, component repair, welding, safety controls, technical instructions, and accurate records to support dependable equipment release.

- Maintained vocational trucks through scheduled services, inspections, component replacement, and corrective mechanical repairs.
- Used diagnostic instruments and shop equipment to verify faults, make adjustments, and confirm safe vehicle operation.
- Completed brake, steering, suspension, cooling, and general repairs under lifting, lockout, PPE, and housekeeping controls.
- Interpreted service information, **sketches**, drawings, and **written instructions** while communicating findings with supervisors.
- Performed basic **welding and fabrication**, checking material alignment and safe installation before equipment release.
- Recorded labor, repairs, inspection results, and parts information, supporting reliable service history decisions.

Maintenance records

Occupational safety CDL Class A

## LANGUAGES

English Native

Spanish Intermediate

## MY CAREER



- Senior Automotive Mechanic, Fleet Maintenance at Prairie Fleet Maintenance Group (4 Years)
- Automotive Mechanic, Fleet Service at Metro Equipment Service Center (1.9 Years)
- Heavy Truck Mechanic, Road Service at Fox Valley Truck Repair (1.9 Years)
- Automotive Service Technician, Commercial Vehicles at Lake County Commercial Garage (1.9 Years)

## Heavy Truck Mechanic, Road Service

Fox Valley Truck Repair 📅 October 2018 - September 2020 📍 Elgin, IL

Performed hands on maintenance, **diagnosis**, road service, and minor fabrication for medium and heavy commercial trucks. Built practical proficiency with mechanical systems, hand tools, lifting equipment, testing procedures, service records, and shift communication.

- Maintained medium and heavy commercial trucks using hand tools, lifting equipment, and diagnostic procedures.
- Inspected vehicles for wear, leaks, loose components, and operating abnormalities before completing **corrective work**.
- Diagnosed mechanical concerns through visual checks, functional tests, service information, and **testing equipment**.
- Supported disabled truck assignments by preparing tools, repair materials, and safe roadside work plans.
- Developed welding and metal repair capability through minor **fabrication** for brackets and fleet components.
- Prepared service notes and communicated repair status, improving continuity between shop shifts.

## Automotive Service Technician, Commercial Vehicles

Lake County Commercial Garage 📅 October 2016 - September 2018 📍 Waukegan, IL

Completed supervised and independently assigned maintenance on commercial vehicles while building capability in inspections, fluid service, component checks, diagnostic testing, safe tool use, repair preparation, and service documentation.

- Completed lubrication, inspections, fluid service, component checks, and routine commercial vehicle repairs.
- Learned systematic troubleshooting through service manuals, **written instructions**, measurements, and supervised diagnostic testing.
- Used hand and power tools around elevated vehicles while applying blocking, lifting, housekeeping, and PPE procedures.
- Supported larger truck repairs by preparing equipment, removing components, and checking **adjustment** requirements.
- Maintained service records for completed work and inspection findings, supporting follow up repair planning.
- Built field readiness through vehicle checks, tool organization, and preparation for complex fleet assignments.

## PROJECTS

### Regional Fleet Preventive Maintenance Program 📅 2024

Supported a recurring inspection program for medium and heavy trucks, combining service history review, defect identification, corrective repair planning, and accurate equipment records for safer fleet release.

### Disabled Vehicle Roadside Repair Response 📅 2023

Handled field repair assignments for disabled fleet vehicles, preparing tools and materials, applying hazard controls, documenting unresolved issues, and coordinating recovery or shop follow up.

## LEADERSHIP & AWARDS

- Recognized as a senior shop resource for safe diagnostic sequencing and practical repair guidance.
- Trusted with emergency call out assignments, field repairs, and repair documentation for safety critical fleet equipment.
- Selected to coach less experienced mechanics during complex inspections and mechanical troubleshooting.

## EDUCATION

### Automotive Technology Certificate

College of Lake County 📖 GPA: 3.5 📅 2016 📍 Grayslake, IL

**Coursework:** Vehicle diagnostics, preventive maintenance, welding and fabrication, commercial vehicle systems

### High School Diploma

Waukegan High School 🎓 GPA: 3.5 📅 2015 📍 Waukegan, IL

**Coursework:** Mathematics, technical education, applied science, workplace safety

### CERTIFICATIONS

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- Commercial Driver's License Class A 📅 2018
- ASE Medium/Heavy Truck Preventive Maintenance Inspection, T8 📅 2021
- OSHA 10 Hour General Industry 📅 2022

### TECHNICAL SKILLS

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- **Vehicle Systems:** Drivetrain repair, brake systems, steering systems
- **Fleet Maintenance:** Scheduled inspections, preventive maintenance, corrective repairs
- **Diagnostic Equipment:** Motor testing equipment, diagnostic instruments, mechanical measurements
- **Shop Tools:** Mechanical hand tools, power tools, lifting equipment
- **Welding and Fabrication:** Minor welding, metal repair, bracket fabrication
- **Technical Documents:** Blueprints, sketches, technical drawings
- **Safety Controls:** Lockout procedures, PPE, blocking practices
- **Fleet Records:** Repair orders, maintenance records, work activity reports
- **Commercial Driving:** CDL Class A, vehicle recovery, USDOT operations
- **Field Service:** Roadside repair, disabled vehicle response, emergency call outs

### PROFESSIONAL AFFILIATIONS

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- Commercial vehicle maintenance community, active through fleet service, road repair, and technical peer support.
- Workplace safety practice, sustained through OSHA training, hazard controls, PPE use, and safe equipment handling.

### ADDITIONAL INFORMATION

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**Work Status** : Authorized to work in United States. No sponsorship required.

### REFERENCES

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AVAILABLE ON REQUEST