

MAINTENANCE MECHANIC



Maintenance and Custodial Services Department

Purpose:

The Maintenance Mechanic ensures the safety and proper operating condition of Maintenance and Custodial Services vehicles, as well as various other types of motorized systems, by performing preventative maintenance work and repair, and ensuring vehicle safety and compliance with safety regulations.

Reports to: Maintenance Services Supervisor and Maintenance Services Field Supervisor

Nature & Scope:

The Maintenance Mechanic works independently following standardized routines under general supervision. The nature of the work requires close adherence to policies, procedures and regulations with specific regard to safety regulations. Independent judgment and decision making is required in matters not having established procedures. The incumbent does not have supervisory responsibilities and primarily interfaces with departmental colleagues and third-party vendors.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Performs diagnostics, adjustments and repairs on the gasoline and diesel engines of various types of District equipment, including passenger vehicles, trucks, tractors, loaders, mowers generators, propane and electric powered equipment such as forklifts and scrubbers, and hydraulic systems on lifts, loading docks and trash hoists.
3. Repairs and maintains all vehicular systems of Maintenance and Custodial vehicles, including but not limited to brakes, emissions, electrical wiring, clutches, hydraulics, lights and charging systems, injectors, ignition and fuel systems, engines, climate systems, steering systems and suspension systems.
4. Overhauls and services assemblies and accessories, including but not limited to drivetrain components, hydraulics, anti-lock braking systems, suspension, steering systems, and engine components.
5. Identifies vehicle repair needs using both computerized diagnostic equipment as well as original equipment manuals and diagnostic materials.
6. Diagnoses and repairs other types of Maintenance Mechanical and grounds equipment, including hydraulic lifts, chain saws, pressure washers, blowers, compressors, vacuums, hedge pruners, carpet extractors, string trimmers and other kinds of light power equipment. Performs minor body repair.
7. Operates specialized equipment necessary for automotive and industrial equipment repair, including vacuum gauges, drill presses, lathes, jacks, bead blasters and pressure testers.
8. Conducts road tests and safety inspections following repairs.

9. Performs essential preventative maintenance, including oil, tire and filter changes, and carries out safety inspections.
10. Prepares cost estimates for proposed projects and maintains written and computerized records of repairs and servicing.
11. Conducts field inspections of broken down vehicles.
12. Consults on new vehicle purchases.
13. Maintains shop area, equipment and tools in a safe, clean and orderly condition.
14. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
15. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*; and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess a high school diploma or G.E.D.
2. Must have completed trade school or relevant training in vehicle maintenance and repair and have two to four years of technical or trade school or equivalent experience in automotive, diesel, truck or military equipment maintenance.
3. Must be able to communicate effectively, both orally and in writing. Must read, understand, and follow multi-step written and verbal instructions in English.
4. Must possess mechanical expertise in problem-solving maintenance issues that arise.
5. Must demonstrate familiarity with computerized record-keeping, spreadsheets, and basic math skills.
6. Must demonstrate the ability to adhere to established safety practices regarding the use of chemicals and equipment.
7. Must be able to comply with District, state, and national regulations as they relate to vehicle safety.
8. Must demonstrate the ability to follow a set routine and must demonstrate the ability to meet deadlines and schedules.
9. Must demonstrate flexibility to changing working environments.
10. Must be able to work with accuracy with attention to detail.
11. Must be able to pass a criminal background check.
12. Must possess an Oregon or Washington Driver's License.

Additional Requirements Specific to this Position:

Must acquire and possess tools necessary for the performance of essential job functions.

Working Conditions:

The Maintenance Mechanic works primarily indoors in a Maintenance Mechanical shop with limited climate control, but will also be expected to perform work outside. The work requires regular moderate physical effort and the occasional lifting of moderate to heavy objects up to

75lbs. The Maintenance Mechanic will frequently stand, stoop, bend, crawl and reach in the normal course of his/her workday; frequently the Maintenance Mechanic will stoop and lie underneath vehicles to diagnose and repair. The incumbent will be exposed to dirt, odors, dust, wetness, fumes, grease, noisy machinery, vibrations, and toxic agents. Other potential hazards include chemicals, communicable diseases, and power/hand-operated equipment and machinery.

Maintenance work performed outdoors may expose the incumbent to inclement weather and traffic hazards. The incumbent must be able to work outdoors in all weather.

Work Year: 260 days.

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: March 1, 2017

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The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.