

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE - MECHANIC

QUALIFICATIONS

Possession of a high school diploma or its equivalent.

Possession of a valid Pennsylvania driver's license.

Minimum five year's mechanic experience.

Ability to be reached and work a flexible schedule when needed.

SKILL PREPARATION

Knowledge of automotive and motorized equipment maintenance and repair.

Ability to lift 50 pounds.

Ability to operate a computer using basic skills.

Ability to keep accurate repair and associated cost records.

Ability to be cooperative and service oriented.

Ability to work in a team environment and maintain a positive attitude.

Ability to utilize appropriate written and verbal communication skills, as well as appropriate interpersonal skills.

DUTIES AND RESPONSIBILITIES

Be responsible to the Buildings and Grounds Director for the completion of all assigned duties with accuracy, professionalism, and confidentiality.

Responsible to maintain all District vehicles.

Responsible to maintain all shop, maintenance, and grounds equipment.

Responsible to implement a preventative maintenance program.

Responsible to keep accurate records of costs and repairs.

Responsible to order parts and keep accurate inventory.

Responsible to maintain a calendar of all needed inspections for equipment for compliance with Pennsylvania laws.

Responsible to maintain a clean and safe work environment in the shop.

Responsible to change seasonal attachments on equipment.

Responsible to assist with snow removal.

Responsible to assist in special event scheduling with building automation system.

Responsible to assist the Maintenance Technician with plumbing and HVAC repairs.

Discharge all other assignments delegated by the Buildings and Grounds Director.

EVALUATION

Evaluation to be conducted annually by the Buildings and Grounds Director in the areas of core competencies and position performance.