

MAINTENANCE MECHANIC

Classification: Maintenance

Location: Facility Operations

Reports to: Facility Operations Director /Maintenance Supervisor FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Perform gas and diesel engine repair, and servicing of grounds equipment, district vehicles, generators and other maintenance equipment such as riding mowers, tractors and small equipment. Diagnose and determine equipment systems problems and independently perform the maintenance and repair required. Implement preventive maintenance programs and perform related work as required.

Plan, organize, coordinate, and schedule fleet maintenance. Maintain mechanic shop records. Perform a variety of journey-level equipment repair work, and perform other related duties as required.

Part II: Supervision and Controls over the Work:

Employees in this position receive supervision from the Facility Maintenance Supervisor, and have leadership responsibilities for the smooth and efficient functioning of a repair shop. All work is performed independently and in conformance with local city, county, state, and federal codes and standards of the profession.

Part III: Major Duties and Responsibilities (depending on specific assignment):

Duties include, but are not limited to the following:

1. Diagnoses complex mechanical problems and determine repair work needed. Such diagnoses include knowledge of and use of specialized testing and diagnostic equipment

2. Sets up and operates specialized equipment to repair engine, transmission, and related equipment as well as for such components as brakes, batteries, alternators, starters, etc.
3. Maintains and changes fluids and filter systems including proper disposal of such materials.
4. Replaces and rebuilds brakes and hydraulic systems and components, repairs damaged frames.
5. Troubleshoots, repairs and/or replaces electrical controls, components, and systems.
6. Performs required local, state, and vehicle inspections and safety checks.
7. Manages supply inventory to assure timely availability of needed materials. Initiates and processes requisitions in accordance with supervisor and department direction and guidance and district policy. Receives and inventories materials, supplies, and equipment.
8. Assist with custodial equipment repairs, vendors and contractors.
9. Schedules and performs PM work on all equipment such as, but not limited to, generators, mowers, lifts, etc.
10. Coordinate and assist in purchasing and dispositioning of *district* vehicles and equipment.
11. Ability to communicate and maintain good working relations with all District employees, vendors, contractors, and public entities.
12. Implement, maintain and enforce safety and accident prevention programs related to shop operations.
13. Coordinates and provides direction and training on PM repair and maintenance issues to other employees.

Part IV: Minimum Qualifications:

1. Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Graduation from a senior high school or equivalent and two years of journeyman level grounds/automotive/mobile equipment mechanic experience which include leadership abilities. Any satisfactory combination of experience and training may be substituted
3. Knowledge of office technology within the context of assigned work, to include Microsoft Excel, Word, and use of electronic work order systems.
4. Knowledge of state and local codes related to assigned trade/craft.
5. Must possess a valid driver license and a safe driving record and be able and willing to operate district owned vehicles.
6. Ability to operate power equipment and maintain certifications.

Part V: Desired Qualifications:

1. Interpersonal skills and ability to establish, maintain, and develop cooperative and collaborative work teams.
2. Knowledge of project oriented organizational methods and skills.
3. Knowledge of job training and adult learning.
4. Strong communication skills and ability to provide technical direction and guidance.

5. Ability to communicate work priorities and assignments.
6. Ability to understand and communicate organizational goals and concepts and serve as a strong communication linkage between shop employees and others within the District.
7. Ability to maintain accurate records of work performed, labor time, parts ordered/used, prices, descriptions, and other information using both manual and computer systems.
8. Ability to obtain CPR, First Aid and AED certifications.

Part VI: Physical and Environmental Requirements of the Position:

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to bend, crawl, sit, talk, move about, hear and speak. May be required to work in restricted spaces, from a prone position, and/or under difficult lighting and access conditions. Noise level may be high when operating power equipment. Employee may be exposed to outside weather conditions especially in emergency repair situations.
- The employee must occasionally lift and/or move up to 50 pounds and in excess of 50 pounds using appropriate support equipment.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to properly use such safety equipment as is appropriate to the work to prevent injury to self or others.