Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Mechanic**

Qualifications:

Credentials: Valid Oklahoma Drivers License with an acceptable driving record.

Education: High school, GED or equivalent vocational experience in or after high school in small engine repair, tractor repair, etc.

Training or Experience Required: 5-6 years related work experience as a mechanic and performing small engine repair. Up to two years experience can be substituted for vocational training.

Special Skills, Knowledge, Abilities:

Must have knowledge of welding, test equipment, air tools and other related small engine equipment and tools.

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as basic schematics, manuals, charts, diagrams, maps or instructional material.

Tools and Equipment Usage: (other than keyboards, or office machines): Used tools or equipment in a manner requiring competence and must meet certain performance standards which normally would be gained by on the job exposure or training. The most difficult equipment/operation includes repair of tractors, lawn mowers (small engines), brakes, fuel pumps, and minor mechanical repairs, short of tearing into engine.

Site: **Various**

Reports To: **Director of Maintenance**

Job Goal (Purpose of Position): Performs skilled level duties under general supervision to repair landscape equipment, small engines, and maintain and clean up school grounds and athletic fields.

An incumbent in this position will follow generally standardized operating policies and procedures.

Contact with Others: An incumbent in this position has regular contact with members of own staff or district. Interpersonal interaction or communication is required with district employees.

Other Performance Measures: Successful performance of the job requires good customer service skills to work with drivers of buses and vehicles and to ascertain problems. It requires following safety guidelines and policies in order that accidents and injuries are reduced to self, to drivers and to the riders and public. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Initiative and effective problem solving are necessary to diagnose problems and to anticipate potential concerns.

Essential Job Functions:

1. Assumes responsibility for upkeep and repair of district lawn equipment, small engines, weedeaters, irrigation equipment, etc.

2. Assist with minor mechanical work on their vehicles such as brakes, fuel pumps, changing tires, and other preventive maintenance vehicles.

3. Maintain preventative maintenance records of all maintenance vehicles.

4. Cleans and maintains shop and equipment, including assigned vehicle. Performs preventive maintenance on equipment. Reports major damage to supervisor.

5. Informs supervisor of parts, equipment and other supplies that are necessary to do job.

6. Performs other duties as assigned.

Supervision exercised: An employee does not supervise.

Physical/Mental Requirements and Working Conditions:
In a work day, the employee must stand/walk 7-8 hours per day.
Employee's job requires occasional to frequent bending/stooping, frequent squatting/crouching and frequent pushing/pulling.

Employee's job requires frequent carrying/lifting of up to 50 pounds to repair engines. Job required employee to use both feet for repetitive movements as in operating foot controls. Job requires employee to use both hands for such repetitive actions requiring simple/firm grasping and/or fine manipulation.

Employee must possess manual dexterity/visual ability to operate/repair motorized equipment. Employee must possess hearing/speaking ability to communicate with fellow workers, athletic judges, and the students/public.

Employee must have mental requirement to understand and follow instructions and avoid safety problems.

Employee's job requires working in the outdoors with temperature changes operating motorized equipment and exposure to toxic chemicals, dust, fumes, and gases, etc.

SUBJECT TO BE ON CALL 24 HOURS

TERMS OF EMPLOYMENT: 261 days per year

SALARY: Category D

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

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