



F&T Small Equipment Maintenance

Purpose Statement

The job of Small Equipment Maintenance is performed for the purpose of providing repair services, including identifying repair and/or replacement needs, performing repairs and preventive maintenance, ensuring completion of projects in accordance with trade standards, providing information on the proper uses of equipment, and assisting other mechanics while ensuring that tools and materials are available at the job site.

Supervisory Relationship

Reports to: Shop Supervisor

Essential Functions

- **Attend In-Service and Safety Meetings:** Participate in unit in-service and safety meetings to gather and convey information required to perform job functions.
- **Diagnose Equipment Malfunctions:** Identify causes of equipment malfunctions to determine needed repairs and/or replacements.
- **Fabricate Parts:** Create parts as necessary for repairs.
- **Inspect Equipment:** Conduct thorough inspections of assigned grounds and custodial equipment to ensure safe operating conditions.
- **Maintain Tools and Equipment:** Ensure the availability and safety of tools and equipment within the workspace.
- **Record Keeping:** Maintain detailed records of repairs, warranties, and other relevant information to meet regulatory requirements.
- **Perform Routine Maintenance:** Execute routine maintenance to keep grounds and custodial equipment in safe operating condition and meet mandated requirements.
- **Prepare Documentation:** Create written materials (e.g., repair and maintenance logs, parts lists, warranty claims)
- **Repair Equipment Systems:** Fix equipment systems and components (e.g., small engine repair such as push mowers, snow blowers and weed eaters. Also, custodial equipment such as push vacuum's/scrubbers and ride on vacuum's/scrubbers)
- **Respond to Road Calls:** Assist shop mechanics in attending to disabled Vehicles off site to perform emergency repair work in the field.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Adhere to safety practices.
- Operate school buses and/or district vehicles.
- Utilize tools and equipment for vehicle maintenance.
- Perform driving routes as needed.
- Prepare and maintain accurate records.

Knowledge

- Methods of maintaining vehicles.
- Storage and removal of hazardous materials.
- Safety practices and procedures.

Abilities

- Gather, collate, and classify data
- Use job-related equipment.
- Adapt to changing work priorities.
- Communicate with diverse groups.
- Meet deadlines and schedules.
- Set priorities and work with interruptions.

Responsibility

Work under direct supervision using standardized routines. Direct other persons within a small work unit. Operate within a defined budget. Have a significant opportunity to impact the organization's services.

Work Environment

Significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and crawling; significant fine finger dexterity. Generally, the job requires 15% sitting, 25% walking, and 60% standing. Minimal temperature variations and exposure to risk of injury and/or illness.

Experience

Job-related experience within a specialized field is required

Education

Targeted, job-related education with study in a job-related area

Certificates and Licenses

Bus Driver's Certificate

CDL (Commercial Driver's License)

Continuing Education

Maintains certificates and/or licenses Continuing Education Requirements as needed

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

SM

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.