

MAINTENANCE WORKER/EQUIPMENT MECHANIC

Purpose Statement:

The job of Maintenance Worker/Equipment Mechanic is done for the purpose/s of ensuring the availability of district vehicles and grounds equipment in safe operating condition includes determining needed repairs and/or replacements; performing required repairs and preventive maintenance and providing written documentation of repairs to meet district, state and federal requirements.

Essential Functions

- Adjusts parts and/or components (e.g. engines, transmissions, clutches, valves, etc.) for the purpose of ensuring the fitness and proper operation of all vehicles and grounds equipment.
- Diagnoses potential equipment malfunctions (e.g. district vehicles, tractors, trenchers, forklifts, grounds equipment, etc.) for the purpose of determining needed repairs and/or replacements.
- Fabricates/welds parts and/or equipment modifications (e.g. wrought iron, fencing materials, etc.) for the purpose of providing items necessary for repairs.
- Inspects vehicles and grounds equipment (e.g. automobiles, trucks, mowers, tractors, etc.) for the purpose of adhering to a preventive maintenance schedule and safety inspection standards and requirements.
- Maintains tools, equipment and shop area for the purpose of ensuring the availability and functioning of required tools and equipment within a safe work area.
- Prepares documentation (e.g. records of repairs, maintenance logs, etc.) for the purpose of conveying required information and meeting federal and state requirements.
- Procures equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently and within budgetary limits.
- Repairs systems/components, etc. (e.g. carburetors, fuel pumps, fuel lines, electrical systems, lights, switches, water pumps, etc.) for the purpose of ensuring the availability of vehicles and equipment in safe operating condition.
- Replaces all defective parts (e.g. spark plugs, lights, switches, etc.) for the purpose of ensuring the availability of vehicles and equipment in a safe operating condition.
- Stores waste oil and other hazardous waste for the purpose of disposing of waste properly and providing documentation of disposal/s.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating heavy equipment; operating tools/equipment used in maintenance of vehicles and grounds equipment including mowers, tractors, graders, fork lifts, etc.; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: methods, materials, tools and equipment used in the overhaul, repair and adjustment of automotive equipment and of fuel, ignition, electrical and cooling systems; gas and arc welding; safety practices and procedures

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working with constant and sustained interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 20% walking, and 60% standing. The job is performed under some hazardous conditions and in varying atmospheric conditions.

Experience Job related experience with increasing levels of responsibility is required.

Education High School diploma or equivalent.

Required Testing

Pre-Employment Drug Screening
Pre-Placement Physical Exam

Certificates & Licenses

Valid State Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

4/24/2002

Salary Grade

Clafd 28