

Maintenance Mechanic

Purpose Statement

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

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Maintenance Foreman - Roof and Grounds

Essential Functions

- Coordinates with site administration, head custodian and other trades for the purpose of completing projects/work orders efficiently.
- Diagnoses potential vehicle and equipment malfunctions for the purpose of determining needed repairs and/or replacements.
- Estimates parts and materials needed to complete repair projects for the purpose of ensuring timely completion of projects.
- Inspects equipment and vehicles for the purpose of identifying necessary repairs and providing an ongoing program of preventative maintenance.
- Maintains job related, tools and equipment for the purpose of ensuring the availability of items in safe, operating condition for work assignments.
- Participates in meetings, workshops, training and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares reports for the purpose of documenting activities, providing written reference and/or conveying information.
- Removes snow for the purpose of ensuring bus compounds and sidewalks are safe for vehicles and people.
- Repairs motorized equipment and/or vehicles (e.g. small engines, tractors, trucks, pickups, back hoe, skid loaders, sprayers, mowers, salt spreaders, trailers, genie lifts, tires, etc.) for the purpose of ensuring availability of equipment in safe operating condition.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; handling hazardous materials;

operating equipment used in vehicle and equipment repair and maintenance; welding; preparing and maintaining accurate records; and operates light equipment not requiring a drivers licenses to perform job functions.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; pertinent codes, policies, regulations and/or laws; diesel and electrical systems; and trends in automotive and equipment diagnosis and repair.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: displaying mechanical aptitude; adapting to changing work priorities; being attentive to detail; communicating with diverse groups; meeting deadlines and schedules; and setting priorities. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some 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, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 50% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field is required.

Education Community college and/or vocational school degree with study in job-related area.

Equivalency .

Required Testing

Certificates

CDL license.

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt