

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: EQUIPMENT MECHANIC MAINTENANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, maintains and repairs mowers and other grounds equipment for the Maintenance Department. Work involves identifying, diagnosing, and repairing malfunctions in mowers and equipment; responding to breakdowns, accidents or other emergencies; and testing equipment for compliance with OSHA safety standards. Employee is also responsible for performing minor engine and sub-assembly checks, repairs and replacements; and checking lighting and wiring mechanisms for proper function. Reports to the Grounds Foreman

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Identifies, diagnoses, and makes repairs to all types of groundskeeping vehicles and equipment including, but not limited to, checking for any worn components, replacing blades and grease fittings, and greasing and servicing equipment and performing small engine repairs.

Checks and rebuilds carburetors, water pumps, and fuel pumps; checks and replaces timing chains, gears, radiators, and hoses; checks and replaces or repairs belts, vacuum hoses, mufflers, tail pipes, king pins, wheel bearings, tie rods, ball joints, steering gear boxes, power steering pumps, starters, batteries, alternators, brakes, diesel engine injectors, injector pumps, and glow plugs; and performs other general equipment maintenance activities.

Tests repaired equipment for compliance to OSHA and other safety standards.

Operates specialized power tools to recondition complete sub-assemblies, including air gun, air hammer, air chisels, air ratchets, air drills, bearing press and forklift.

Performs equipment body repair and re-paints equipment as necessary.

Operates vehicle and assists in vehicle recovery and towing.

Schedules and performs daily and preventive maintenance repairs.

Troubleshoots and repairs electrical wiring systems to include, but not limited to, ignition systems, lights, switches, buzzers, and gauges; repairs and replaces steering wheels, light covers and bulbs.

EQUIPMENT MECHANIC

Must have considerable knowledge of all department operating procedures to include but not limited to the work order procedures, credit card procedures, International Standard Organization (ISO) procedures, and other departmental procedures developed and implemented.

Request, maintains and is responsible for the inventory and accountability of material, tools, repair parts and equipment assigned and that is issued for use.

Inventory all tools and equipment quarterly and submit results via the appropriate supervisor(s) to the Director for consideration.

Responsible for the ensuring assigned automotive equipment is operated and maintained as outlined in applicable district's procedures.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and 3 to 5 years of training or experience in repair of small engines or maintenance of mowing or related equipment; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENTS

Must obtain a valid Class A Commercial Drivers License within one year of employment.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and machinery including hand and power tools etc. Must be physically able to operate motor vehicles, including forklifts and mowers. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Must be able to lift and/or carry weights of 50 to 100 pounds. Physical demand requirements are for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

EQUIPMENT MECHANIC

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of work orders, service records, electrical diagrams, technical manuals, etc. Requires the ability to prepare work orders, maintenance reports, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical languages, including mechanical and electrical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using mechanical equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of items, equipment and machinery, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with people acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the standard practices, tools, materials and equipment used in the repair and maintenance of a variety of small engines and equipment.

General knowledge of the operating principles of engines, and of the standard mechanical components of mowers and related equipment.

EQUIPMENT MECHANIC

General knowledge of the occupational hazards and safety precautions associated with performing small engine and equipment repair work.

Working knowledge of the principles of internal combustion engines and hydraulic systems.

Skilled in the use and care of tools, equipment, and materials used in the maintenance and repair of equipment.

Ability to exercise independent judgment and initiative in detecting malfunctions and in solving mechanical problems.

Ability to understand and follow oral and written instructions.

Ability to prepare and maintain simple records.

Ability to perform the manual labor associated with mechanical repair work.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.