

Utility Equipment Mechanic

Purpose

The job of Utility Equipment Mechanic is done for the purposes of ensuring the availability of vehicles in safe operating condition including determining needed repairs and/or replacements on district vehicles tools and equipment; performing required repairs and preventive maintenance and providing written documentation of repairs to meet district, state and federal requirements. This job reports to Supervisor-General Services.

Essential Functions

- Attends meetings for the purpose of conveying and/or gathering information required to perform functions.
- Coordinates preventive vehicle maintenance program for the purpose of maintaining vehicles in a safe operating condition.
- Diagnoses potential vehicle malfunctions (e.g. electrical systems, hydraulic systems, ignition systems, etc.) for the purpose of determining needed vehicle repairs and/or replacements.
- Fabricates parts (e.g. district vehicles, equipment, grounds, etc.) for the purpose of providing items necessary for repairs.
- Informs Facilities Operations Manager regarding procedures and/or status of work orders (e.g. changes in building codes, reports deficiencies, technical support/training, etc.) for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with health and safety regulations.
- Inspects assigned vehicles (e.g. brake system, oil levels, coolant, tire pressure, exterior condition, hydraulic systems, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition.
- Maintains tools, equipment and/or shop area for the purpose of ensuring the availability and functioning of required tools and equipment within a safe work area.
- Maintains records of repairs, costs, vehicle warranties, etc. for the purpose of documenting required information and meeting federal and state requirements.
- Operates heavy equipment (e.g. dump trucks, equipment trailers, etc.) for the purpose of completing required jobs and tasks.
- Performs welding and fabrication (e.g. guards, equipment anchors, etc.) for the purpose of making equipment and parts for the district.
- Prioritizes and distributes work orders for the purpose of delivering services in conformance with District objectives.
- Repairs cafeteria equipment (e.g. mixers, grinders, etc.) for the purpose of keeping the equipment running in a safe and efficient manner.
- Repairs equipment and vehicle systems/components, etc. (e.g. mowers, snow blowers, weed eaters, snow plows, sprayers, etc.) for the purpose of ensuring the availability of vehicles in safe operating condition.
- Replaces defective vehicle parts/systems (e.g. heating, electrical, tires, pumps, etc.) for the purpose of ensuring the availability of vehicles in a safe operating condition.

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 multiple, technical tasks with a need to periodically 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; operating equipment used in maintenance; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures on a variety of mobile equipment and tools.

ABILITY is required to schedule a number of 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; 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 wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select 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: communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work 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, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is desired

Education: High school diploma or equivalent

Equivalency: None identified

Required Testing:

None identified

Certificates and Licenses:

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

None identified

Clearances:

Criminal Justice Fingerprint/Background Clearance
MVR (Motor Vehicle Record) Clearance

FLSA Status

Non Exempt

Approval Date

07/01/2018

Salary Grade

60

I have read and understand the scope of the job and hold the minimum requirements:

Employee Name (Please Print): _____

Employee Signature: _____ **Date:** _____