

JOB DESCRIPTION
Grossmont Union High School District

EQUIPMENT MECHANIC

Purpose Statement:

The job of Equipment Mechanic is done for the purpose/s of ensuring the availability of gasoline powered gardening and grounds equipment and machinery 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. Incumbents in this classification provide students, staff and the public with well-maintained and safe building infrastructure and facilities which directly supports learning.

Not Evaluated Functions

- Adjusts parts and/or components (e.g. engines, valves, etc.) for the purpose of ensuring the fitness and proper operation of vehicles and grounds equipment.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Attends safety meetings and other in service meetings for the purpose of making sure the job is done in a safe manner.
- Diagnoses potential equipment malfunctions (e.g. district vehicles, tractors, trenchers, grounds equipment, etc.) for the purpose of determining needed repairs and/or replacements.
- Fabricates parts for the purpose of providing items necessary for repairs.
- Inspects grounds equipment (e.g. mowers, renovators, edgers, yard vacuums, hand and boom high pressure sprayers, washers, tillers, small 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. mowers, renovators, edgers, yard vacuums, hand and boom high pressure sprayers, washers, tillers, small tractors, electric carts, vacuums, hand tools, air compressors, etc.) for the purpose of ensuring the availability of equipment in safe operating condition.
- Replaces all defective parts for the purpose of ensuring the availability of vehicles and equipment in a safe operating condition.

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 gasoline and diesel powered gardening and grounds equipment; operating tools/equipment used in maintenance of grounds equipment; and 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 of maintaining and repairing compressors and other gasoline powered equipment; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate 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 specific, defined processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals; work with similar types 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 following prescribed 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; and 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 some resources from other work units is often required to perform the job's functions. There is some 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, 20% walking, and 70% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience Job related experience within specialized field is required.

Education High School diploma or equivalent.

Required Testing

As required for position

Continuing Educ. / Training

None Specified

Certificates & Licenses

Valid Class C California Driver's License

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

11/10/2005

Salary Grade

Unit I 51