



**JOB DESCRIPTION**

<b>Job Title</b>	Maintenance I – Mechanic
<b>Department</b>	Buildings & Grounds
<b>Reports To</b>	Director of Buildings and Grounds
<b>Classification</b>	Buildings & Grounds Bargaining Unit
<b>Location</b>	
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Job Summary**

The Maintenance I employee is responsible, under the supervision of the Director of Buildings and Grounds, for maintaining and repairing district vehicles, grounds equipment and all small engine equipment. Performs general maintenance functions including fabrication of equipment as required with the District as directed by the Director of Buildings and Grounds. Works designated hours; receives maintenance and job assignment from Director of Buildings and Grounds.

**Essential Job Functions**

- Performs routine services on all District vehicles.
- Repairs vehicle systems on all District vehicles.
- Changes\repairs tires on all District vehicles.
- Services\repairs seasonal small engine equipment.
- Maintains district records of all service work.
- Maintains records of vehicle warranties.
- Repairs\services grounds and plow equipment.
- Maintains supply of necessary repair parts.
- Fabricates metal equipment\devices as needed.
- Maintains\secures all shop tools and equipment.
- Plows snow.
- Performs general maintenance as required.
- Performs custodial work as required.
- Assists other crafts as required.



**Ancillary Job Functions**

- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High School diploma or GED equivalent
- Ability to physically perform general vehicle maintenance.
- Ability to weld and fabricate metals of all types.
- Ability to trouble shoot complex vehicle mechanical/electrical systems.
- Small engine repair training/experience
- General ability to read and interpret blueprints/schematics.
- Demonstrated computer skills.
- CDL with proper endorsements

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Ability to understand instructions and underlying principles of electrical and mechanical repairs.
- Ability to diagnose equipment problems and choose the most practical and effective method of repair.
- Certification as mechanic and welder.
- Any craft skills, or general maintenance skills.
- Able to work at heights, Man Lift certified.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to inspect equipment for wear and perceive details in manuals and sketches for minor repairs
- Ability to use hand and power tools to dismantle, repair and assemble equipment.
- Ability to perform work in a timely manner, properly, accurately, and with sufficient.
- Knowledge.
- Ability to work safely with a wide variety of chemicals, solvents, and lubricants.
- Order materials: interact with contractors, document all work performed.
- Ability to interact constructively with public and staff at all levels.
- Ability to work independently without direct supervision.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Requires work in the presence of mechanical and equipment noise.
- Requires working from ladders, lifts, and elevated platforms.



**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Requires standing, walking, and lying on hard services.
- Requires routine lifting of up to 75 pounds.
- Requires adapting to rapid changes in temperature.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.