



**POSITION DESCRIPTION**

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| <b>JOB TITLE:</b> Engine Mechanic<br><b>Job Class:</b> 3618   |                             |  |
| <b>DATE</b>   | <b>DEPARTMENT OR SCHOOL</b> | <b>DIVISION</b>  |
| <b>BARGAINING UNIT:</b> Local 1616  |                             | <b>FLSA STATUS:</b> <input type="checkbox"/> Exempt<br><input type="checkbox"/> Non exempt |
| <b>Pay Schedule:</b> F3   | <b>Pay Range:</b>           | <b>Management Approval:</b>  |
| <b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.)<br>Independently maintain, adjust, repair, overhaul and replace small engines on snow, lawn, garden and other special equipment. |                             |  |

**Major Duties & Responsibilities:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
  - 2) No other employee is available to perform that function,
  - 3) The function is highly specialized, and
  - 4) Removing the function would fundamentally alter the job.

1. Direct Small Engine Mechanic activities by prioritizing work assignments based on district and seasonal needs, recommend purchase or lease of new equipment and/or tools, make cost effective decisions on replacement or scrapping of equipment and assist in employee performance evaluations.
2. Maintain district equipment such as but not limited to; snow blowers, mowers, tractors, vacuum units, trailers and similar items.
3. Perform major overhauls and repair on engines: single, twin and four cylinder conventional and in head valve systems.
4. Maintain and repair other types of equipment including; inspect, repair and mount tires, repair and replace electrical systems, repair and replace exhaust systems, repair and replace other equipment accessories, perform minor body repairs and painting, change blades, brackets and/or post hole digger on equipment and repair and replace hydraulics on grass cutting and snow removal equipment.
5. Perform minor repair and maintenance to automotive and large equipment by re-packing and replacing wheel bearings, inspecting and replacing shock absorbers, inspecting and adjusting brakes, changing lamps, wipers, and other vehicle accessories and inspecting and changing plow blades and hoses.
6. Perform welding and fabricating functions by utilizing and maintaining oxygen acetylene, arc and wire welding equipment and by performing brazing, cutting and welding of steel, aluminum and other metals.
7. Perform record keeping functions by maintaining inventory and ordering of supplies and parts and keeping maintenance repair records.

8. Actively supports the MPS Strategic Plan.
9. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Building Operations Charge man

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Small Engine Mechanics

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

High school diploma or GED desirable, trade school desirable.  
Valid Drivers license

**Experience Requirements**

Minimum of four years experience performing repairs, adjustment, overhaul and replacement of small engine equipment up to 50 HP.  
Knowledge and ability to perform repair of automotive type equipment.  
Experience and working skills in oxygen acetylene and arc welding, wire welding and brazing.

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. Occasional school/site visits. May be exposed to dirty and dusty conditions on a limited basis. Limited outdoor work.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

May be required to perform night and weekend emergency on call work.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT**

**INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**