



**POSITION DESCRIPTION**

<b>JOB TITLE:</b> Small Engine Mechanic <b>Job Class:</b> 3622		
<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 <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Independently adjust, repair, overhaul and replace small engines and other equipment not requiring full and complete journeyman’s skills. In addition, assist the Automotive Mechanic in various repair functions.</p>		

**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. Independently maintains small equipment such as snow blowers, mowers, small tractors, vacuum units and trailers.
2. Maintains records and prepares reports of maintenance and repairs performed on the above equipment.
3. Maintains other types of equipment including the following; checks, repairs and mounts tires, checks and replaces wiring systems, replaces exhaust systems, repairs and/or replaces various accessories, performs minor body repairs and changes blades, buckets and/or post hole digger on various equipment.
4. Assists the Automotive Mechanic in the following areas; general engine overhauls, transmission and differential repairs or exchanges, repacks and replaces wheel bearings, replaces shock absorbers, adjusts brakes and changes lamps, wipers and other vehicle accessories.
5. Performs emergency repair and service calls.
6. Reports any malfunction to the Automotive Mechanic Charge man so that repairs can be made which will prolong the life of the equipment, insure continuity of safe operation and lessen the danger of breakdown at critical moments.
7. Actively supports the MPS Strategic Plan.
8. Performs other duties as assigned.

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

Engine Mechanic

**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.

None

**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**

Knowledge of the repair of small engine equipment.

**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 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.**