

# JOB DESCRIPTION



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**Position Title:** Mechanic/Shop Specialist

**Department:** Facilities

**Employment Category:** Professional Staff

**Primary Location:** Douglas Campus

**FLSA Classification:** Non-Exempt

**Remote Work Eligible:** No

**Parameters:** 40 hours/week; 12 months/year

**Pay Grade:** PS10

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**Position Summary:** The Mechanic/Shop Specialist is responsible for performing routine preventative and general maintenance on fleet vehicles and equipment ensuring they are in safe operating condition and for maintaining an accurate inventory and records of all work performed.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Monitors, repairs and maintains all fleet vehicles and equipment; ensures all vehicles and equipment are maintained in a safe condition, and operate efficiently and reliably

Maintains all maintenance and repair records, and schedules routine preventative maintenance; recommends adjustments to maintenance tasks and frequencies based on observations and experience; maintains condition reports for vehicles and equipment for life cycle costs; manages consumables, tools, equipment and parts inventory

Conducts safety checks and inspections, preventative maintenance and general repair of cars, trucks, vans, heavy trucks, tractors, forklifts, aerial and personal man lifts, trailers, riding mowers, sweeper and seeders, golf carts, and utility vehicles; maintains all maintenance and repair records and schedules routine preventative maintenance

Conducts safety checks, preventative maintenance and general repair of powered hand equipment to include push mowers, weed and grass trimmers, blowers, leaf vacuums, chainsaws, concrete saws, pressure washers, pumps, exhaust fans, and other light equipment; schedules routine preventative maintenance

Develops and maintains Safety Data Sheets (SDS) to ensure the safe handling and awareness of potential hazards associated with products used by the trade; uses the proper lubricants and cleaning chemicals, personal protective equipment, and knows locations of eyewash stations, and first aid kits; properly stores/disposes of hazardous waste material

Conducts end-of-life cycle analysis on vehicles and equipment based on historical preventative and corrective maintenance records; recommends updates to improve efficiency and life span of equipment; assists in the development of short term and long-term plans to repair or replace vehicles and equipment

Responds to emergency calls, tasking and work orders, as assigned by supervisor

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**Education and Experience Requirements:**

High school diploma or equivalent AND certification in automotive, diesel mechanics or related area

Three years of related experience

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Possess a valid state issued driver's license and must meet and maintain a driving record to be approved for coverage under the college's motor vehicle insurance policy

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Knowledge of and an ability to follow college policies and procedures  
Working knowledge of automotive, heavy duty, and small engine equipment mechanical systems and ability to perform diagnostics, troubleshoot, research, and systems  
Skill in automotive and various mechanical equipment systems and repair  
Skill reading, interpreting and following vehicle and equipment service manuals  
Skill in reading and interpreting computerized automotive diagnostic testing equipment  
Skill using tools of the trade, diagnostic equipment and power tools used to diagnose and repair vehicles and equipment  
Skill workplace safety requirements and Safety Data Sheets and Hazardous Waste Disposal  
Skill establishing and maintaining effective working relationships with other department staff, faculty, students and the public  
Skill in presenting ideas and concepts orally and in writing  
Ability to present ideas and concepts orally and in writing  
Ability to generate and maintain computer-based reports, spreadsheets, and databases  
Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail  
Ability to work independently while contributing to team environment  
Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes, and with a sense of urgency

**Work Environment:** Work is primarily performed under general supervision and may require working early morning shifts in a variety of climatic conditions. May work in a typical classroom or laboratory setting with appropriate climate controls and includes exposure to mechanical and chemical hazards. May work with potentially hazardous chemicals that could include, but are not limited to, cleaning agents, sanitizers, fertilizers, pesticides, and herbicides.

**Physical Requirements:** Essential functions of this position require: manual dexterity, ability to communicate, lifting, kneeling, squatting, climbing, crawling, stooping, turning/twisting, balancing, reaching and handling with varying frequencies.

Heavy work: Occasional lifting and carrying objects up to 75 pounds, Frequent lifting and carrying, pushing, or pulling objects weighing up to 50 pounds; and/or continuous lifting, carrying, pushing, or pulling 10-20 pounds.

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports to:** Assistant Director of Facilities

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.