POSITION DESCRIPTION

TITLE: Skilled Craftsman - Maintenance Mechanic
LOCATION: Maintenance Department
REPORTS TO: Manager, Maintenance
DEPARTMENT: Maintenance Department

SUMMARY STATEMENT:
Under the general supervision of the Maintenance Supervisor, the Maintenance Mechanic will perform work in the maintenance and repair of various gasoline and diesel powered equipment, and will perform service and preventive maintenance of vehicles used in Maintenance.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public.
2. Clean, inspect, diagnose, service, adjust, overhaul, and rebuild mechanical, electrical, and engine defects on such equipment as hydraulic systems, chain saws, air blowers, 18" lawn mowers, 72" trim mowers, 15' gang mowers, pumps, power sprayers, mechanical rakes and 45' man lift.
3. Overhaul and rebuild engines, transmissions, differentials, hydraulic and brake systems, and other major components by repair and replacement of parts.
4. Order replacement parts and supplies.
5. Repair and rebuild generators, alternators, starters, and all other electrical components, utilizing testing devises and machine equipment.
6. Perform general tune-ups to vehicles, utilizing diagnostic equipment, minor road-side repairs, or tow disabled vehicles to the Maintenance shop.
7. Assist in accident investigation.
8. Repair and replace seats, glass, sheet metal, latches, and other body components and assemblies.
9. Change oil and filters, install antifreeze, adjust brakes, lubricate chassis, wheel bearings, and other assemblies.
10. Perform regular safety inspections and establish and maintain preventive maintenance programs.
11. Operate battery chargers, valve refacing, and reseating machine, compression gauges, torque wrenches, welding (acetylene and arc) equipment, grinders, reamers, timing lights, hoists, jacks, port-a-power, pumps, compressors, alignment board, drills, presses, headlight adjustment machines, air wrenches, small lathe, spark plug tester, and other tools, equipment and machines required for performing repair and maintenance of motor vehicles.
12. Coordinate cleaning and organization of shop, inventory, parts room, and other maintenance facilities.
13. Assign work orders, complete vehicle maintenance forms and records, i.e. hazardous waste records.
14. Assist in bid processes, evaluate new products and recommend awarding of bids, i.e. machinery, parts, and tools.
15. Coordinate maintenance with operations to insure that equipment is in a ready state at all times to meet operational needs.
16. Perform first aid/CPR when necessary.
17. Travel from location to location to accomplish tasks.
18. Successfully complete all required district training within a timely manner.
19. Must comply with all district and government safety regulations.

OTHER RESPONSIBILITIES:
1. May be required to perform grounds work on occasion.
2. Perform other related duties as assigned.
PHYSICAL DEMANDS REQUIRED:
- Hearing (66-100%)
- Lifting/Carrying Up to 75 lbs. (33-66%)
- Walking (66-100%)
- Pushing/Pulling (33-66%)
- Use of hands and/or arms for repetitive motion (66-100%)
- Bending/Stooping (66-100%)
- Vision (66-100%)
- Climbing (33-66%)
- Driving (66-100%)
- Speaking (66-100%)
- Acceptable Attendance
- Standing (66-100%)
- Exposure to dirt, dust, noise
- Required to work outdoors in inclement weather

MENTAL DEMANDS REQUIRED:
- Reading Documents (66-100%)
- Training (Up to 33%)
- Verbal Communication (66-100%)
- Customer Contact (33-66%)
- Multiple Concurrent Tasks (33-66%)
- Math (33-66%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
- Battery charger, valve refacing and reseating machines, compression gauges, torque wrenches, welding (acetylene and arc) equipment, grinders, reamers, timing lights, hoists, jacks, porta-power, pumps, compressors, alignment board, drills, presses, air wrenches, lathes, spark plug testers, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Must have a minimum of two years of gas and diesel engine mechanic experience and two years of gas and diesel mechanic trade school or Journey-level gas and diesel engine mechanic status.
2. Must possess or must be able to obtain a valid Washington State Commercial Driver's License (CDL).
3. Must be able to weld (gas and electrical) preferred.
4. Demonstrated ability to communicate effectively.
5. Demonstrated ability to operate the tools and equipment as listed above.
6. Demonstrated ability to work from instruction in technical manuals as well as carry out verbal and other written instructions.
7. Demonstrated ability to problem solve
8. Must possess or be able to acquire a first aide/CPR card within 30 days of employment.
9. Demonstrated ability to work under constant interruption and perform under deadline pressure.
10. Must be able to travel from location to location to accomplish tasks.
11. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-262 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________ Date: _______________

District: ___________________________ Date: _______________

Revised Date: 04/14/2011
Classification: Maintenance
Class: Skilled Crafts
Display on Web? Yes

Skilled Craftsman - Maintenance Mechanic