



JOB DESCRIPTION BUILDINGS SPECIALIST - MECHANIC

THE POSITION

Under the supervision of the Sr. Maintenance Supervisor – Buildings, position performs skilled mechanical work, including inspection, repair and maintenance of all grounds and building maintenance equipment as well as the repair and general maintenance of automotive equipment. Position performs other general maintenance and related work as required.

EXAMPLE OF DUTIES

The essential functions of this position include, but are not limited to:

- General maintenance of automotive equipment, including lubrication, tune up, tire changing and repairs.
- Performs daily, weekly, and monthly inspections of vehicles and equipment on an as-required and as-needed basis.
- Metal fabrication and gas and arc welding
- Maintenance of shop tools and equipment, which includes repairs and cleaning.
- General maintenance and adjustment of motorized mowing and other equipment used in maintaining park grounds, which includes lubrication, tune up, backslapping and small engine overhaul.
- Update of equipment maintenance records.
- Organize and keep inventory of spare parts and supplies for routine maintenance and procedures.
- Implementation of preventative maintenance program.

The position may perform other related work as assigned.

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities: Requires graduation from high school or equivalent and three (3) years experience in either general small engine repair and service, automotive equipment maintenance, service, and repair or general mechanical maintenance and repair. Any equivalent combination of experience will be considered.

Licenses: Must possess a valid California driver's license and demonstrate a good driving record. At time of interview, applicant must provide copy of high school diploma or GED certification and a Motor Vehicle Report (not more than 30 days old) from the Dept. of Motor Vehicles. Within six months of date of hire, the selected candidate must acquire a Medical Examiner's Certificate

and an unrestricted California Commercial A driver's license with a tanker endorsement. Maintaining a valid Medical Examiner's Certificate and an unrestricted Class A driver's license with tanker endorsement is a condition of continued employment in this classification.

PHYSICAL ACTIVITY REQUIREMENTS

It is expected this position will require walking or standing 90% of the time or more; frequent lifting and carrying loads up to 100 pounds and occasional pushing/pulling loads to 60 pounds; frequent bending, kneeling, squatting, reaching overhead or stretching; occasional climbing stairs or ladders and working on rough or uneven terrain. This position requires continuous handling and dexterity and frequent operation of equipment. The mechanic must be able to operate and repair all types of equipment as stated above.

6/8/10