

GROUNDS MECHANIC

BASIC PURPOSE OF THE JOB CLASSIFICATION

To diagnose and repair defects in a wide variety of applications both mechanical and electrical in grounds equipment and small engines, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this classification receive general supervision with an established framework of standard policies and procedures.

REPORTS TO

Grounds Supervisor, Director of Facilities & Maintenance

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following information is descriptive and is not restrictive as to duties required)*

- Inspects, locates, and diagnoses mechanical and/or electrical defects on movers, tractors and other grounds equipment.
- Determines the extent of necessary repairs.
- Ensures that routine maintenance of district grounds equipment is completed on a scheduled basis.
- Assist in keeping and maintaining accurate records of grounds equipment.
- Tunes-up engines, replacing ignition parts and cleaning and adjusting carburetors and fuel systems.
- Replaces and repairs faulty parts, including batteries, shock absorbers, exhaust systems, steering mechanisms, wheel bearings and other components.
- Works on generators, distributors, relays, lights, and switches.
- Changes and installs belts and hoses.
- Maintains time and materials records for work performed.
- Changes tires.
- Performs various welding duties.
- Repairs small engines and power tools.
- Makes repairs and adjustments to pumps and grounds relation plumbing equipment.
- Handles the parts replacement budget, ordering parts and maintaining the parts inventory.
- Makes emergency repairs and service calls on stalled or disabled equipment.
- Conducts periodic preventive maintenance work on grounds equipment, including the performance of fluid and filter changes, clutch adjustments and engine adjustments.
- Maintains service and operation records.
- May road test repaired equipment.
- Checks grounds equipment for proper maintenance and safety.
- Reports need for maintenance and repair work.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, office equipment, and furniture; ability to work around moving objects or vehicles; ability to perform heavy physical labor for sustained periods of time; physical ability to lift and carry objects weighing up to 50 pounds without assistance; physical ability to lift and carry objects weighing up to 150 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of a variety of hand and power tools, machines and equipment including a truck, hand truck, pallet jack and forklift.

TYPICAL WORKING CONDITIONS

As a mechanic work is performed in a shop environment; occasionally works outdoors in varying temperatures; exposure to hazardous materials, smoke, gasses, and fumes; exposure to hazards such as moving machine parts and electrical current; exposure to controlled and hazardous substances, pesticides and others chemicals; regular contact with staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Practices, tools, equipment, and materials used in the skilled maintenance and repair of gas and diesel-powered equipment.
- Operation and care of internal combustion engines and their components.
- Principles and methods of preventive maintenance.
- Safe work practices and procedures.
- Principles and methods of gas and electrical welding.
- Safe work practices.

Ability to:

- Inspect gas and diesel-powered equipment and accurately diagnose electrical, hydraulic, and mechanical defects.
- Skillfully use a variety of hand and power tools in the maintenance and repair of grounds equipment and tools.
- Prepare and maintain a variety of records and reports.
- Read and interpret shop and repair manuals.
- Apply technical knowledge of mechanical and electrical trades work.
- Maintain accurate records and reports.
- Effectively communicate both orally and in writing.
- Establish and maintain cooperative working relationships.
- Work on own initiative without close supervision.

TRAINING AND EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and abilities for this position would be considered.

SPECIAL REQUIREMENTS:

- Possession of an appropriate California Driver's License.

- Ability to obtain a valid Commercial (Class B) California Driver's License.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the positions(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.

Adopted: 6/16/10