

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

MAINTENANCE MECHANIC, Small Engine Repair

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Five (5) years verifiable experience in the repair of gasoline engines and small electric motors or three (3) years experience accompanied with an approved vocational certification.
- Class "D" or "E" driver's license required upon start date.
- Ability to read and comprehend equipment schematics, manuals, drawings and details
- Ability to physically perform responsibilities listed below.
- Knowledge of technology as related to specific job functions.

REPORTS TO Division Supervisor

SUPERVISES No supervisory duties

POSITION GOAL

To ensure District small engine equipment is maintained and repaired in an efficient manner as District needs demand with minimal service disruption.

PERFORMANCE RESPONSIBILITIES

1. * Repair lawnmowers, weeders, blowers, chainsaws, and other small engine equipment as needed.
2. * Maintain repair records and schedule pick up, delivery and storage of equipment to and from the schools.
3. * Maintain an accurate and sufficient inventory of supplies needed for repairs.
4. * Perform minor vehicle and trailer repairs when necessary.
5. * Maintain a preventative maintenance program on all Department small engine equipment.
6. * Plan and conduct equipment training for users on the proper and safe operation of the equipment.
7. * Oversee and ensure the proper completion of work when performed and assisted by assigned Helpers and/or Laborers.
8. * Accurately and promptly document labor hours and materials expended on assigned tasks.
9. * Identify and report to Supervisor and equipment safety discrepancies when observed.
10. * Assist in recommending equipment purchases to ensure quality and maintainability.
11. * Maintain accountability and inventory for assigned tools and equipment.
12. Perform other duties as assigned by the Division Supervisor.

*Denotes essential job function/ADA

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
D-06 \$34,401 - \$61,091
M-12 D-258 H-2064

POSITION CODES

PeopleSoft Position **Multiple**
Personnel Category **18**
EEO-5 Line **53**

Function **Vary**
Survey Code **81038**
Job Code **1639**

ADA CODES

2 **Very Heavy Work**
3 **B through V**
4 **C through K**

BOARD APPROVED

April 22, 1997