

PURPOSE OF THE CLASSIFICATION: Under general supervision performs skilled work in the maintenance and repair of small gasoline, diesel engine driven equipment, automotive equipment; and performs other related assigned duties.

ESSENTIAL TASKS:

- Maintains and repairs small engines, such as lawn mowers, tractors, water pumps, generators, compressors, trailers, rototillers, weed-eaters, ATVs and a variety of equipment, usually four cylinders or less
- Operates gas and electric welding equipment (some positions), grinders, drill presses and other specialized tools common to automotive, small engine repairs and occasionally works on heavy equipment
- Repairs tires, sharpens blades and provides general maintenance support for a variety of tools and equipment used in construction and grounds maintenance
- Oversees the maintenance records and equipment inventory, invoice preparation and approvals, orders parts as needed, tracks equipment and maintains check out list
- Leads assigned to specific tasks and compiles work schedules and writes work reports
- Oversight of the completion of requisitions for non-capital and capital equipment
- Oversight of in-house periodic maintenance , checking fluids, maintenance of trailers, checking brakes, hydraulics lines and electrical components.
- Maintains all maintenance documentation
- Monitors, troubleshoots and repairs/replaces hydraulic and electrical systems
- Makes minor carpentry repairs to facilities and fences
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from high school or possession of a General Educational Development Certificate (GED); **and,**
- (b) Five (5) years of experience in the maintenance of specialized small engine and automotive equipment; **including,**
- (c) *Two (2) years of technical school training preferred.*

Knowledge, Abilities and Skills:

Knowledge of:

- Good knowledge of the operating principles and mechanics of two- and four-cycle engines
- Good knowledge of specialized maintenance required for small gasoline and diesel driven equipment
- Good knowledge of the practical use of tools designed for automotive and mechanical repairs
- Basic computer programs
- All machines and equipment in the work area

Ability to:

- Maintain written records
- Courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information
- Work independently
- Break down complex repairs or procedures into individual steps

- Work in a hectic, rapidly changing environment with distractions and interruptions
- Read and comprehend vehicle maintenance and repair manuals
- Analyze safety of situations
- Work in an environment with loud noise levels
- Operate various tools and equipment necessary for performing repairs

Skill in:

- Good oral and written communication skills.
- Good listening skills.
- Establishing work priorities
- Working cooperatively with others

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting up to 50 pounds; occasional lifting, carrying, pushing, and pulling up to 60 pounds; frequent reaching, balancing, bending, kneeling, handling, feeling, talking, smelling and twisting; occasional crawling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license; **and**,
- b) Possession of a valid Oklahoma Class "A" Commercial Driver's License (CDL) with applicable endorsements within 6 months of date of hire (some positions within this classification may require a "X" or "N" endorsement); **and**,
- c) Possession of a Class "B" CDL with an airbrake's endorsement (some positions)

WORKING ENVIRONMENT: Working environment is primarily indoors, occasionally outdoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, cramped work areas, excessive dust, weather/temperature extremes, cutting/chipping/grinding, damp/wet surfaces, snow/ice covered surfaces, snake and insect bites, overhead power lines, compressed gases, and high noises; may be subject to overtime; and 24-hour standby.

EEO Code: N-07

Group: Labor and Trades

Series: Equipment and Plant Management