

**GRANITE SCHOOL DISTRICT
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

Job Title: Journeyman Mechanic, Small Engine
Supervisor's Title: Lead
Date Prepared: 2/99 **Date Reviewed:** _____ **Date Reviewed:** _____
Employee/Incumbent Review _____ **Immediate Supervisor Review** _____
Dpt Apprvl _____ **GCEA Review** _____ **HR Apprvl** _____ **Supt. Apprvl** _____
Job Location: Maintenance Services **Lane** _____
Implementation Date: _____ **ADA Review** _____

JOB SUMMARY

Keeps all grounds equipment in good working order. This includes emergency generators up to 100 KW, snow removal equipment, lawn mowers, chain saws, lawn edgers, trash pumps, tillers, and wood chippers. Includes gas, diesel and propane powered equipment.

ESSENTIAL FUNCTIONS

- Maintains, trouble shoots and repairs all grounds equipment. Change oil, belts, spark plugs and air filters.
- Maintains inventory and records of all grounds equipment within the district.
- Makes service calls to repair malfunctioning equipment.
- Orders and picks up parts to complete the job.
- Rebuilds small 1, 2, and 3 cylinder engines, i.e.; valve job, carburetor overhaul, drive systems, and starter repair.
- Sharpens mower blades, reel and rotary blades.
- Transports equipment with truck and trailer.
- Trains operators on safe operation of the equipment.
- Participates in job compliance requirements of apprentices in techniques, equipment, safety, policies and procedures, as necessary.
- May be assigned to participate in organizations, committees and sub-committees as needed.

NON-ESSENTIAL FUNCTIONS

Occasional other duties as assigned within skill level.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Requires skill in the use of hand tools, power tools and machine tools. Requires skill in the use of instruments such as micrometers, feeler gauges, ohmmeter and electronic testing equipment. Skill in the use of cutting and welding equipment and overhead crane. Skill in loading and securing equipment. Must be mechanically inclined. Understanding of the theory with knowledge of the operation of internal combustion engines. Needs some understanding of electrical and mechanical theory with ability to read schematics and technical manuals. Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS and ADA. Must have basic mathematical skills. Must be skilled in oral and written communications and interpersonal relations. Must be able to plan work and organize apprentices and temporary workers, materials and equipment for specific projects.

REQUIRED EDUCATION AND TRAINING

Must have a high school diploma or equivalent. Must have completed 1 ½ years full time equivalency of formal education as prescribed in Granite School District apprenticeship program or equal competency. Must keep abreast of changing developments in techniques in relevant fields. Must have a current and valid Utah driver's license.

REQUIRED PRIOR WORK EXPERIENCE

Requires three years of job related and carefully monitored training in the District designed apprenticeship program with demonstrated competence or acceptable equivalent.

Note: The District administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

DECISION MAKING

May consult with administrators, teachers, co-workers and patrons to assist in the timely completion of projects. Assists in planning work projects. Assures that each assignment has sufficient tools, materials and supplies. Determines repairs and replacements of equipment as needed. Prioritizes work for specific jobs assigned. Must be able to perform assigned tasks without on-site supervision.

SUPERVISION

Requires ability to motivate apprentices and temporary workers, also, plan and initiate activities

with minimum supervision. Responsible for planning work as assigned, assuring a high quality of the finished product. Makes specific work assignments and monitors performance of assigned employees. Assist in evaluating performance of apprentices. The work supervised can be complex. Coordinates with contract service vendors and material vendors on projects.

WORKING CONDITIONS

Some district emergencies may require additional irregular hours. May be subject to high locations, awkward positions, heat, noise, dirt, chemicals, confined spaces, and cold. Incumbent may have occasional stress from emergencies and in meeting project deadlines. Interruptions may occur while performing work requiring accuracy and concentration.

PHYSICAL DEMANDS

There is occasional work with heavy weight material, but generally not exceeding 100 lbs.