

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Facility Engine & Custodial Equipment Mech. (W55)	Job Family: 06
Department: Facility Services	Lane Placement: 9
Supervisor's Title: Director of Facility Services & Coordinator	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u><i>[Signature]</i></u>	Date: <u>7-1-15</u>
ADA Review: <u><i>[Signature]</i></u>	Date: <u>7-2-15</u>
Human Resource Approval: <u><i>[Signature]</i></u>	Date: <u>7-1-15</u>
Superintendent Approval: <u><i>[Signature]</i></u>	Date: <u>7/2/15</u>
Original date: <u>07/95</u> Revised: <u>01/05</u> Revised: <u>05/10</u>	Revised: <u>07/15</u>

GENERAL FUNCTION

Under the direction of the Director of Facility Services, coordinator and facility mechanic senior, the **Facility Engine & Custodial Equipment Mechanic** performs a variety of technically skilled work in fabricating, installing, repairing and maintaining custodial and grounds equipment. Work performed includes minor and major maintenance on electrical systems, tune-ups, batteries, motors, propane engines, water pumps, etc.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Perform daily work assignments by fabricating, installing, repairing and maintaining custodial and grounds equipment, including mechanical and electrical equipment attachments, batteries, electrical systems, small engines, propane engines, water pumps, etc.
- Diagnose malfunctions, perform preventive maintenance, repair and overhaul small gas or propane engines, golf carts and other equipment and hydraulic or electrical systems.
- May perform non-certified welding as needed.
- May deliver/pick up equipment to complete repair work.
- Ensure all equipment operates in a safe manner prior to leaving the shop. Perform diagnostic testing on systems using appropriate tools and computer related software.
- Locate and order parts and materials used to complete work assignments.
- Complete assignments in a cost efficient and timely manner.
- Assess equipment safety and make repairs. Follow proper operating procedures with all equipment to avoid injury.
- Drive and operate various facility vehicles and equipment. Inspect vehicles as required.
- Will be called to respond to routine and emergency duties as required.
- Provides support service to other facility areas, as needed.
- On call duties as assigned. Shift work may be required.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- Attend all scheduled training and departmental meetings.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires four years of work experience with demonstrated competence in engine repair or related field. Formal apprenticeship or trade-specific educational experience may be included.
- Requires ability to perform mechanical repairs and computer system diagnostics. Ability to make independent judgments and decisions on complex repairs.
- Must demonstrate competence in reading, writing, math and basic computer skills.
- Requires skills and working knowledge to work independently at the technician level with ability to assess, prioritize and resolve problems.
- Prior welding fabrication experience preferred.
- Requires effective interpersonal skills. Interacts with school custodians and department personnel in completing tasks.
- Must be competent in use, care and maintenance of needed tools and equipment.
- Must demonstrate knowledge of S.D.S. safety procedures.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires a valid Utah Driver's license.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Vehicles, lifts, trailers, tools and equipment used to diagnose, repair, construct, and perform trade related work.

Physical Requirements – Not limited to the following:

- Occasional lifting from floor to waist up to 106 pounds and awkward lifting.
- Occasional kneeling, bending, stooping, squatting, gripping, pinching and fine motor dexterity.
- Some exposure to fumes, dirt, dust, grease, cold and heat.
- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, airborne particles, vibration and chemicals.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*