

**Jordan School District  
CLASSIFIED JOB DESCRIPTION**

Job Title: <b>Facility Mechanic Senior (W10)</b>	Job Family: 06
Department: Facility Services	Lane Placement: 10
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>7/7/15</u>
Original date: <u>05/83</u> Revised: <u>01/05</u> Revised: <u>04/10</u> Revised: <u>07/15</u>	

**GENERAL FUNCTION**

Under the supervision of the Director of Facility Services and coordinator, the **Facility Mechanic Senior** coordinates, directs and performs various mechanical equipment installations, repairs, diagnostics and maintenance (e.g., nutrition equipment, facility vehicles, custodial equipment, small engines, etc.). Incumbent organizes and coordinates the work of technicians and mechanics. Incumbent orders materials needed, schedules the work and checks on completion.

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

**ESSENTIAL FUNCTIONS**

- Coordinate, direct and perform various mechanical equipment installations, repairs, diagnostics and maintenance (e.g., nutrition equipment, facility vehicles, custodial equipment, small engines, etc.).
- Receive daily work assignments. Plan, organize, prioritize and direct the work of assigned mechanics and technicians. Organize assigned crews, tools, materials and equipment to meet demands of work assignments.
- Plan, organize and communicate the service schedule for facility vehicles. Ensure alternate vehicles are available during service. Ensure a detailed service and inspection record on each vehicle and major piece of equipment is maintained.
- May participate on the accident review board and may be called to an accident scene to assess injuries and damages. If called to an accident, incumbent will complete accident reports and assist with collection of information.
- Perform project inspection to ensure on-time project completion, quality craftsmanship and safety standards and procedures are followed in accordance with specifications.
- Provide training to mechanic and technicians and arrange for special equipment training.
- Provide input into employee evaluations, hiring and assist in solving personnel problems.
- Coordinate with other trades and contractors to ensure project progression and completion. Interface with vendors and contractors on system equipment, parts, etc.
- Provide input concerning equipment purchases, project labor and material costs.
- Assess equipment safety and make repairs. Follow proper operating procedures with all equipment to avoid injury. Supervise the safe use of equipment by others, as well as the safety training of employees, including the environment in which they work.
- May respond to facility emergencies. Shift work or on-call duties may be required.
- Drive and operate various facility vehicles and equipment. Inspect vehicles as required.
- This position requires punctual and regular daily attendance.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.
- Required to attend 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 a minimum of six years previous work experience with demonstrated competence as a mechanic or related field. Completion of approved formal trade-specific program is highly preferred. Education and experience may be combined.
- Supervisory experience preferred. Basic computer skills required.
- Requires the ability to read schematics.
- Must demonstrate competence in reading, writing and math.
- Requires excellent interpersonal skills. Has extensive interaction with other department administrators, contractors, vendors, school administrators and staff, custodians and some district administrators.
- Job requires trade skills appropriate to the supervision of Journey level employees.
- Must be skilled in organizing and directing others.
- Requires ability to communicate clearly (e.g. training and giving instructions).
- 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:**

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

**Physical Requirements – Not limited to the following:**

- Frequent lifting from floor to waist up to 50 pounds, working at ground level repetitively and gripping, pinching and fine motor dexterity.
- Occasional awkward lifts.
- 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.