

POSITION DESCRIPTION

TITLE:	Maintenance I – Mechanic	SUPERVISOR:	Director of Buildings and Grounds
DEPARTMENT:	Buildings and Grounds	CLASSIFICATION:	Buildings and Grounds Bargaining Unit

I. Accountability Objectives:

The Maintenance I employee is responsible, under the supervision of the Director of Buildings and Grounds, for maintaining and repairing district vehicles, grounds equipment and all small engine equipment. Performs general maintenance functions including fabrication of equipment as required with the District as directed by the Director of Buildings and Grounds. Works designated hours; receives maintenance and job assignment from Director of Buildings and Grounds.

II. Position Characteristics:

Salary: On Schedule
Length of Contract: 12 Months
Work Day: 8 hour shift as assigned

III. Position Relationships:

Reports to: Director of Buildings and Grounds
Coordinates with: Building Services Managers, other maintenance personnel

IV. Position Qualifications:

A. Required Qualifications:

1. High School diploma or GED equivalent
2. Ability to physically perform general vehicle maintenance
3. Ability to weld and fabricate metals of all types
4. Ability to trouble shoot complex vehicle mechanical/electrical systems
5. Small engine repair training/experience
6. General ability to read and interpret blueprints/schematics
7. Demonstrated computer skills
8. CDL with proper endorsements

B. Desired Qualifications:

1. Ability to understand instructions and underlying principles of electrical and mechanical repairs
2. Ability to diagnose equipment problems and choose the most practical and effective method of repair
3. Certification as mechanic and welder
4. Any craft skills, or general maintenance skills
5. Able to work at heights, Man Lift certified

C. Special Requirements:

1. Ability to inspect equipment for wear and perceive details in manuals and sketches for minor repairs
2. Ability to use hand and power tools to dismantle, repair and assemble equipment
3. Ability to perform work in a timely manner, properly, accurately, and with sufficient knowledge
4. Ability to work safely with a wide variety of chemicals, solvents, and lubricants
5. Order materials; interact with contractors, document all work performed

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6. Ability to interact constructively with public and staff at all levels
7. Ability to work independently without direct supervision

D. Environmental/Physical Requirements:

1. Requires standing, walking, and lying on hard services
2. Requires work in the presence of mechanical and equipment noise
3. Requires routine lifting of up to 75 pounds
4. Requires working from ladders, lifts, and elevated platforms
5. Requires adapting to rapid changes in temperature

V. **Position Responsibilities:**

- A. Performs routine services on all District vehicles
- B. Repairs vehicle systems on all District vehicles
- C. Changes\repairs tires on all District vehicles
- D. Services\repairs seasonal small engine equipment
- E. Maintains district records of all service work
- F. Maintains records of vehicle warranties
- G. Repairs\services grounds and plow equipment
- H. Maintains supply of necessary repair parts
- I. Fabricates metal equipment\devices as needed
- J. Maintains\secures all shop tools and equipment
- K. Plows snow
- L. Performs general maintenance as required
- M. Performs custodial work as required
- N. Assists other crafts as required
- O. Performs other related work as the individual job requires

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