



EMPLOYEE NAME: _____

Revised: 1/86; 1/88; 11/91; 8/92; 11/92; 5/93; 11/94;
2/97; 4/08; 3/10; 10/12; 6/18 ;10/23

JOB DESCRIPTION

POSITION TITLE: Equipment Mechanic I	JOB CODE: 456I
DIVISION: Operational Support	SALARY SCHEDULE: Classified Hourly
DEPARTMENT: Maintenance Services	WORKDAYS: Annual Operational Employees
REPORTS TO: Supervisor, Maintenance Services	PAY GRADE: Rank I (NW09)
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Supports the Equipment Mechanic II and Supervisor by safely operating and completing the repairs and preventive maintenance on all of the department's light and heavy equipment and vehicles.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or HSE required
2.	Certification/License Required: Valid Georgia driver's license: CDL endorsement preferred
3.	Experience: 1 year experience in repair of light and heavy lawn equipment.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; walking, standing, kneeling, negotiating stairs and ladders, lift and transport 75 pounds over short distances.
5.	Knowledge, Skills, & Abilities: Written and oral communication; proficient in the operation and repair of heavy and light maintenance department equipment, as well as vehicles; welding skills; organizational skills.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Promotes good relations and displays a positive image with customers, the public and peers.
3.	Maintains the department's equipment which includes, but is not limited to, mower, tractors, bulldozers, chain saws, blowers and other similar or associated implements.
4.	Provides periodic 24 hours a day, seven days a week on-call support.
5.	Implements, designs, and builds tools as required.
6.	Performs welding on minor fabrication projects.
7.	Completes and submits all paperwork for computerized maintenance database, as well as to meet all State and local requirements, in an accurate and timely manner.
8.	Maintains the proper inventory on the district vehicle to meet the majority of assigned maintenance work requests. Returns any parts overages to inventory.
9.	Takes proper care and maintains vehicles, all tools, and equipment necessary to perform the responsibilities of the position as well as to ensure maximum usage.
10.	Plans and stages all materials, supplies and equipment necessary to complete assigned tasks and projects in a timely manner.
11.	Initiates and completes assigned projects in a timely and accurate manner.
12.	Reports immediately any issues that may have an impact to school or employee safety to the appropriate administrator.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____