

MAJOR FUNCTION

This is skilled work at the journeyman level in the repairing of small equipment, such as pumps, generators, lawn mowers and weed eaters, and larger, more complex grounds and golf course maintenance equipment. Assists with general mechanical and automobile repairs as required. Work is performed independently under general administrative supervision.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Performs major and minor repair of small engines, lawn mowers, tractors, hedgers, water pumps, generators and other small machines and small devices. Schedules, maintains, and performs daily, weekly and general preventive servicing procedures for maintenance equipment. Performs necessary repairs to maintenance equipment on a daily basis. Inspects, adjusts, diagnoses and repairs mechanical defects in a wide variety of grounds and golf course maintenance equipment. Grinds and sharpens reels, bed knives and blades. Performs general overhaul of motors (two and four cycle). Repairs transmissions, differentials, carburetors, distributors, fuel pumps, steering systems, starters, generators, universal joints, hydraulics systems, pumps and valves. Installs and adjusts brakes and their components. Installs batteries, tires, wiring and glass; may do some machining or welding work. Does occasional body work and automotive type painting. Maintains records of preventive maintenance, repairs made, orders, and time worked. May make emergency repairs out of the shop. May maintain stock of high frequency repair parts and is responsible for ordering. May maintain adequate quantities of fuel, oils, and other related supplies. Performs related work as required.

Other Important Duties

Responsible for general upkeep, order and cleanliness of maintenance equipment and the maintenance service area. Insures that safe and proper procedures are utilized during activities in or around the maintenance service area. May assist in the instruction of golf course or grounds maintenance staff in the safe and proper operation and daily servicing of the equipment. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of the repair, overhaul, and maintenance of a wide variety of small engines, pumps, and other equipment. Ability to diagnose common malfunctions of small engines. Ability to detect by inspection any worn or broken part or incorrectly adjusted part or assembly. Ability to keep records of repair and service operations and make reports. Ability to follow oral and written instructions accurately. Journeyman level skill in the application of methods and techniques used in the repair of small engines and equipment.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and two years of experience that includes duties as a small engine and/or golf course equipment mechanic; or graduation from a vocational school with a certification in Technician/Equipment Management and one year of small engine and/or golf course equipment mechanic experience; or an equivalent combination of training and experience.

Necessary Special Requirement

Designed positions allocated to this classification require possession of a valid Class E State driver's license at time of appointment; or possession of the Class "A" State Commercial Driver's

License (CDL) at the time of appointment, or must have passed the written CDL test and obtained a CDL permit at the time of appointment and obtain the Class "A" CDL within 60 calendar days from date of employment as a condition for continued employment.

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