



Job Description

Job Title: Light Mechanic/Lawn Mower

Reports to: Grounds Manager

Number of Days: 12 months

Compensation: Grade 10

Overtime Status: Non-Exempt

Date Job Revised: February 22, 2007

Position Summary: Performs all duties related to the repair and regular maintenance of combustion powered grounds maintenance equipment. Responsibilities include, but are not limited to changing fluids, replacing parts, completely overhauling engines, sharpening blades, cleaning equipment, servicing and replacing drive systems, repairing flat tires, and mechanical diagnosis of all equipment.

Minimum Qualifications/Job Requirements:

Education:

- High school diploma or General Education Development certificate/diploma
- Vocational/Technical Training in two and four cycle combustion engine repair.

Specialized Knowledge, Licenses, etc:

- Valid Oklahoma Driver's License
- OPE Certification preferred

Experience:

- Five years work related experience.

Specific Training/Skills:

- A degree or certification in small engine repair from a recognized vocational/technical training program is preferred.

Physical Requirements (If Applicable):

- Standing, walking, bending, kneeling, lifting up to 50 lbs.
- Applicant must possess sufficient manual dexterity to operate a variety of hand tools such as screwdrivers, ratchets, impact wrenches, hammers, and saws.

Other:

- Must write legibly, basic command of English and Math
- Essential Job Behavior
 - Dependable
 - Communicative
 - Coordinate
 - Cooperative
 - Responsive
 - Adaptable

Scope of Authority (If Applicable):

- Limited Purchasing Authority

Customer Contacts (Internal and External):

- **Internal:** Support employees from all departments and sites.
- **External:** Students, Patrons, and General Public, vendors, and regulatory agencies.

Essential Job Functions:

- Equipment Repair
- Administrative
- Travel
- Equipment Operation