



## Job Description

Job Title: **Equipment Repairperson**  
 Job Family: **Custodial**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **September 9, 2010**

Job Code: **100901**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G23**  
 Typical Work Year: **12 months**

**SUMMARY:** Performs and oversees preventative and corrective maintenance program and inspections of all gas, diesel, and electric powered facilities maintenance equipment. Repairs and maintains all Custodial, Parks and Grounds equipment. Transports equipment and fuel to and from the schools and other facilities. Responds to after-hour emergencies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Performs diagnostics and repair, as well as preventative and corrective maintenance of all district approved gas/diesel and electric powered equipment used to maintain the exterior and interior of district facilities. Equipment includes, but not limited to, tractors, mowers, snow removal equipment, chainsaws, weed eaters, carts, generators, sweepers, construction equipment, buffers, burnishers, vacuums, floor scrubbers, sweepers, lifts, and all equipment used for janitorial facility maintenance.	D	60%
2. Identify and correct unsafe conditions and practices on an as needed basis. Inspect, test and verify all guards, witches and other safety related equipment to assure safe operations. Identify, document and notify supervisors of damage, abuse and negligent use of equipment.	D	10%
3. Transports equipment and fuel to and from schools and other facilities.	W	10%
4. Responsible for coordinating and prioritizing all assigned repair tasks in a timely manner to all external customers. Scheduling to provide timely repairs and reduced downtime.	D	5%
5. Responsible for all parts identification including specification writing, vendor notification and order verification. Responsible for stock and inventory items.	D	5%
6. Enters information into and accesses information from computer for work orders, job-related email, parts, breakdowns, and customer communications.	D	5%
7. Perform other job-related duties as assigned including, but not limited to, responding to after-hour emergencies.	Ongoing	5%
TOTAL		100%

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High School Diploma or equivalent.
- Courses in an automotive technician program, building maintenance equipment repair, and small engine/equipment preferred.
- Minimum of 3years experience in technical, repair and preventative maintenance of facilities maintenance equipment, automotive, or small engine equipment required.
- Must be a minimum of 18 years old.

### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Ability to successfully complete a pre-hire, post-offer physical examination.
- Commercial Drivers License (CDL) Class A preferred; must obtain within 3 months of entering position.

### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Knowledge of equipment used in the district.
- Ability to demonstrate proper safe use of equipment to staff.
- Knowledge of and ability to drive and operate facilities maintenance equipment such as tractors, mowers, construction equipment, floor care machines, trucks & trailers.
- Knowledge of hydraulics, electrical components.

- Operating knowledge of hydraulic/fuel pressure gauge testing equipment.
- Mechanical and troubleshooting ability for diagnosis and repair of any machine.
- Parts and parts manual schematic knowledge.
- Ability to prioritize tasks.
- Ability to comply with Maintenance On-Call Policy.
- Ability to comply with maintenance Snow Removal Plan.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of hand air tools and specialty tools.
- Operating knowledge of voltage meter, diagnostic equipment, scope, battery lead tester.
- Operating knowledge of maintenance and custodial equipment function.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Equipment Repairperson Lead	060224

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Utilizes P-card to obtain various approved materials.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk		X		
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills		X		
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles			X	
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)		X		
Risk of electrical shock			X	
Work with explosives		X		
Risk of radiation	X			
Vibration			X	

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	X
Very Loud	X