

Specialist, Grounds Equipment Maintenance

FLSA Status: Non-Exempt

Pay Grade: 8

Job Title ID: 16104

Job Series/Job Family: Business Services Series / Building & Grounds Family

Reports To

Supervisor, Grounds

Job Purpose

To repair and maintain grounds equipment and plan and implement a preventative maintenance schedule.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Implements a preventative maintenance program for all grounds equipment; performs preventative maintenance by changing oil, lubricating, replacing worn parts, and adjusting equipment.
2. Maintains inventory of belts, blades, and other parts; maintains records on repairs and repairs broken or damaged equipment; requisitions replacement parts.
3. Maintains tool room and all tools and equipment repair manuals needed to perform mechanic work on equipment.
4. Demonstrates to grounds staff proper starting and operational methods for each piece of grounds equipment.
5. Orders parts from suppliers and picks up and delivers equipment to shop for repairs.
6. Makes site visits to campus locations to repair, exchange, or pick up broken or damaged equipment.
7. Complies with all applicable health and safety regulations, policies, and established work practices.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Repair and maintenance of grounds/labor equipment.
- Common hand and power tools used in trade.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Repairing and maintaining grounds equipment.
- Effectively communicating in a concise and effective manner.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- May be exposed to hazardous chemicals and dangerous equipment.
- Routine lifting of objects up to 50 pounds such as bench grinders, drill presses, saws, jacks, compressors and other equipment.
- Subject to standing or walking for long periods of time.
- Subject to standing, walking, sitting, bending, reaching, stooping, kneeling, and crouching.
- Work is performed in both an internal and external environment and with exposure to inclement weather, and varying temperatures.

Work Experience

Required

- Two years maintenance and repair of grounds equipment work experience.

Preferred

- Experience diagnosing, maintaining, and repairing small engines or equipment.

Education

Required

- High School diploma or equivalent.

Preferred

- College courses in small engine repair and maintenance.

Licenses/Certifications

Required

- Valid Texas Driver's License.Type C Commercial Driver's License

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.