

TOWN OF TRUMBULL BOARD OF EDUCATION

MAINTENANCE MECHANIC/AUTOMOTIVE MECHANIC

CIVIL SERVICE CLASS: VIII B

GENERAL STATEMENT OF DUTIES:

1. May perform general manual maintenance work in any single line craftsmanship or in a considerable variety of tasks.
2. Plows and/or shovels snow, sands walks and paving's.
3. Assists in the maintenance of school buildings and grounds.
4. Repairs, both major and minor, to all maintenance vehicles, generators, lawn mowing equipment, small engines, etc., and may assist bus mechanic in emergencies.
5. Selects proper motor vehicle supplies and equipment upon approval of maintenance supervisor.
6. May assist any other Maintenance Mechanic employee or Utility Maintenance employee as directed for construction, alteration or repair of all buildings and equipment or related department work.
7. Reports all emergencies to supervisors.
8. Must be able to rebuild small engines, outside equipment.
9. Must keep maintenance records for Board of Ed and State of CT and detailed inventory records.

SUPERVISION RECEIVED:

Works under the direction of the Supervisor of Maintenance or assigned supervisor.

SUPERVISION EXERCISED:

Shall supervise one or more Utility Maintenance employees or other personnel of lower classification, including summer help.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Working knowledge of the methods, practices, tools and materials used in vehicle maintenance and repair work. Ability to diagnose mechanical problems and devise methods for solving them.
2. Skill in the use of pertinent tools and equipment.
3. Ability to understand and follow oral and written instructions.
4. Ability to use manual and power tools and mechanical equipment; also welding.
5. Ability to get along well with children and the general public.
6. Considerable physical strength, stamina, and ability to lift 80 lbs.
7. Must hold State of Connecticut motor vehicle license. Must hold or be able to obtain a CDL license within 120 days of hire.

EXPERIENCE AND TRAINING:

High School graduate or equivalent and not less than five (5) years of experience in work involving auto/truck mechanical repair with three (3) years of experience in diesel engine repairs.

9/16/25