JOB DESCRIPTION
GROUNDS SHOP MECHANIC
PLANT OPERATIONS

POSITION GROUP: ESSO

POSITION TITLE: Grounds Shop Mechanic, Grade 8 / Classification 83

DEPARTMENT: Plant Operations

REPORTS TO: Coordinator of Grounds

SUPERVISES: N/A

POSITION GOAL(S):
Assist in the maintenance of all of the Plant Operations vehicles, equipment and building generators. Assist with all grounds related tasks as needed to provide the students, staff and community with a functional, safe and attractive environment.

JOB DUTIES / ACCOUNTABILITIES:
1. Assist with the maintenance and operations of Plant Operations vehicles and equipment fleet.
2. Perform all grounds related tasks as needed.
3. Prioritize on a large scale over an extended period of time.
4. Perform major and minor repairs to all the vehicles, equipment and building generators, including but not limited to electrical, hydraulic, drive train, etc.
5. Maintain an inventory of commonly used parts.
6. Schedule repairs with outside vendors as needed.
7. Train, motivate and communicate objectives with all personnel.
8. Valid Illinois driver’s license; obtain a CDL Class A within 6 months of employment.
10. Ability to work overtime as required.
11. Operate and repair snow and ice management equipment.
12. Maintain the shop in a clean and safe manner.
13. Review and evaluate operating procedures and recommend improvements.
14. Other duties as assigned by the Grounds Department Coordinator.
15. Such alternatives as the School Board may deem appropriate.

EXPERIENCE / KNOWLEDGE:
1. Excellent verbal and written communication skills.
2. Computer literate and ability to work with Microsoft Office and computer-based software.
3. Specific experience with small engines; two and four cycle, experience with four-wheel drive trucks, dump trucks, automobiles and tractors.
4. Experience in troubleshooting all vehicle systems including computerized systems.
5. Knowledge of computer based automotive manuals.
6. Knowledge of central hydraulic units, salt spreaders, snowplows, generators and pumps.
7. Knowledge of welding, brazing, cutting torches and metal fabrication.
8. Display responsible and professional leadership.
9. Ability to set goals and establish methods for achieving them.
10. Provide a very high level of customer service to the students, staff and community.
EDUCATION:
1. Minimum of 5 years’ experience as a vehicle and equipment mechanic.
2. Minimum of 2-3 years’ experience with maintaining grounds equipment.
3. High School Diploma or equivalent required.

PHYSICAL DEMANDS:
1. Work with herbicides as needed.
2. Work with chemicals in a shop environment.
3. Possible prolonged exposure to combustible by products while operating machinery.
4. Ability to work in a fast-paced environment.
5. Ability to work long hours as needed in adverse climatic conditions.
6. Good physical health, ability to do heavy manual labor and lift in excess of 75 lbs.
7. Ability to sit, stand, kneel, stoop, climb stairs, and walk, for extended periods of time.

TERMS OF EMPLOYMENT:
This is a twelve-month position, Tuesday-Saturday. Salary and benefits are as established by the Board of Education.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of ESSO personnel.

JOB DESCRIPTION CREATION / REVISION DATE: 12/13/19

Employee Signature: ________________________________ Date: _____________

Supervisor Signature: ________________________________ Date: _____________