



EMPLOYEE NAME: _____

Revised: 1/88; 4/88; 11/91; 8/92; 11/92; 5/93; 11/94;
2/97; 4/08; 3/10; 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: Equipment Mechanic II	JOB CODE: 456C
DIVISION: Operational Support	SALARY SCHEDULE: Classified Hourly
DEPARTMENT: Maintenance Services	WORK DAYS: 258
REPORTS TO: Supervisor, Maintenance Services	PAY GRADE: Rank C (NW03)
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Schedules, tracks and completes all repair and preventive maintenance work in the equipment repair shop; provides direction and training to assigned employees.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: Valid Georgia driver's license: CDL endorsement preferred
3.	Experience: 2 years of experience in repair of light and heavy lawn equipment.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; walking, standing, kneeling, negotiating stairs and ladders, lift and transport 75 pounds over short distances.
5.	Knowledge, Skills, & Abilities: Written and oral communication; computer skills; knowledgeable and proficient in all aspects of the operation and repair of heavy and light maintenance department equipment, as well as vehicles; welding skills; organizational skills; leadership.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Promotes good relations and displays a positive image with customers, the public and peers.
3.	Provides direction to assigned Maintenance Helper and or/ Equipment Mechanic I to ensure all assigned tasks are completed promptly and accurately; provides feedback to supervisor in the event of any areas of non-performance.
4.	Operates and maintains in a safe manner, the Department's heavy and light equipment, as well as vehicles; equipment includes, but is not limited to, mower, tractor, bulldozers, chain saws, blowers and similar implements.
5.	Ensures assigned equipment repair work is accurately completed in a timely manner.
6.	Designs and builds implements and tools as required.
7.	Performs welding on minor fabrication projects.
8.	Completes and submits all paperwork for computerized maintenance database, as well as to meet all State and local requirements, in an accurate and timely manner.
9.	Maintains the proper inventory of materials in the shop to ensure prompt repair of the equipment.
10.	Takes proper care and maintains vehicles, all tools, and equipment necessary to perform the responsibilities of the position as well as to ensure maximum usage.
11.	Plans and stages all materials, supplies and equipment necessary to complete assigned tasks and projects in a timely manner.

12.	Initiates and completes assigned projects in a timely and accurate manner.
13.	Reports immediately any issues that may have an impact to school or employee safety to the appropriate administrator.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____