Job Title: Small Engine Mechanic/Utility Worker

Department: Facilities, Grounds

Supervisor or Manager: Associate Director of Grounds and Special Services

Date Created: 12/13/05  Last Revised: 12/13/05  FLSA Status: NE

Approved by (print name): ________________________  Signature: ________________________

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- Grounds equipment (lawnmowers, tractors, snow blowers, edgers, etc.) are operational, available and safe for use by grounds maintenance staff
- The generator preventative maintenance program ensures emergency back-up systems are operational for lighting and heating during power outages

Essential Duties and Responsibilities:
- Diagnoses, repairs and maintains all grounds maintenance equipment, both gas and diesel powered, including lawn mowers, tractors, chain saws, portable generators, leaf blowers, grass edgers, snow blowers and other lawn or snow removal equipment
- Maintains emergency stand-by power generators for buildings, natural gas and diesel powered generators
- Keeps track of inventory and requisitions all necessary repair parts
- Fabricates and/or modifies equipment for optimal performance and safety
- Maintains equipment maintenance and repair records using computerized maintenance programs

Secondary Responsibilities:
- Backs up Bus Driver, filling in occasionally during lunch breaks and/or vacations
- Helps vehicle fleet supervisor with vehicle/bus repairs as needed
- Assists the Grounds and Property Maintenance crew as needed
- Performs miscellaneous job-related duties as assigned

Positions Supervised:
- None

Position’s Major Contacts:
- Assistant Director of Grounds and Special Services
- Associate Director of Facilities, Technical Trades
- Facilities department
- Security
- Outside suppliers & vendors

Demonstrates Excellence in this Position:
- Shows a comprehensive maintenance knowledge of the Grounds equipment and generators
- Maintains an excellent safety record consistently
- Effectively performs in a service environment and meets the goals of the department on a regular basis
- Organizes time and sets priorities to ensure the correct equipment is available when needed

Education and Work Experience Required:
- High school diploma plus some post-secondary education, work experience, or specialized training

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- Two or more years of relevant training and/or experience in
- Good working knowledge and skills in small engine maintenance and repair
- Broad base of knowledge in auto mechanics, including experience with vans, trucks, tractors, generators, and buses

**Analytic Skills Required:**
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

**Language and Literacy Skills Required:**
- Reads and understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Some writing is required for position.

**Computer/Technology Skills Required:**

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<tr>
<th>Software</th>
<th>Level of Proficiency</th>
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<tr>
<td>Microsoft Word</td>
<td>X working knowledge</td>
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<tr>
<td>Microsoft Excel</td>
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**Licenses, Certifications and Other Requirements:**
- Must meet driver’s eligibility requirements as stated in the Saint Michael’s College Vehicle Use Policy
- Commercial Driver’s License or ability to acquire

**Physical Demands:**
Work is often performed in a typical non-office environment requiring:
- Standing and/or walking for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Basic agility for lifting and maneuvering large amounts of weight
- Communication skills using the written and/or spoken word
- Vision sufficient to see objects within normal parameters, peripherally and at a distance
- A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl
- Some degree of exposure to physical risk

While performing the duties of Small Engine Mechanic/Utility Worker, the employee is occasionally required to lift and/or move 26-50 pounds.

The physical demands described here 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 a disability to perform the essential functions.

**Additional Requirements for the Job:**
- Availability for snow removal during the winter months, which would entail irregular hours such as nights and weekends
- Must be able to tolerate moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant, odors, and/or loud noises
- Flexibility to support Special Services and Grounds as needed, in addition to extra hours that may be required

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.