

Sweetwater Union High School District

MACHINE REPAIR TECHNICIAN

Purpose Statement

The job of Machine Repair Technician is done for the purpose/s of maintaining a wide variety of gasoline, electrically and mechanically powered equipment; identifying repair and/or replacement needs; providing necessary information on the proper uses of machinery, fixtures and other electro-mechanically operated structures; and assisting other skilled trades as required.

Essential Functions

- Repairs various items, systems and/or components (e.g. saws, drill presses, motors, warming carts, scopes, timing lights, air compressors, battery chargers, welding equipment, lathes, presses and mills, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Performs repairs on district furnishings (e.g. bleachers, shelves, tables, desks, chairs, lockers, etc.) for the purpose of ensuring units are operating safely and correctly.
- Diagnoses problems and/or failures and repairs a variety of equipment (e.g. drills, relays, switches, circuit boards, electronic controls, computerized controls, welding equipment, etc.) for the purpose of identifying equipment and/or systems repair and replacement needs.
- Cleans sharpens and lubricates electrical, motorized and/or mechanical equipment (e.g. mowers, edgers, trimmers, compressors, vacuums, motors, pumps, etc.) for the purpose of ensuring units are operating safely and correctly.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of required tools and equipment.
- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items to complete the necessary installation/repair.
- Assists other trades personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and safety regulations.
- Prepares documentation (e.g. time and materials, specifications, etc.) for the purpose of providing written support in compliance with regulations and/or conveying information.
- Transports various items as needed and/or assigned (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating tools used in the repair and maintenance of electronic motorized and hydraulic equipment, and

computerized control panel; planning and managing projects; preparing and maintaining accurate records; and handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: electricity, including A/C DC, three phase and single phase and computerized control panel; ability to diagnose electronic / motorized equipment and interpret resulting data; standards for design and construction; and hazards and safety precautions.

ABILITY is required to schedule activities and/or meetings; collate data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions; and displaying mechanical aptitude.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a some opportunity to have significant impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 35% walking, and 45% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Education/Experience

Any combination equivalent to High School diploma and three years of experience repairing a variety of electrical appliances and related equipment.

Required Testing

Pre-employment Proficiency Test

Certificates

Valid Driver's License & Evidence of Insurability
Forklift Operator's Certificate
Sky Jack/Scissorlift/Boomlift Certification

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background
Clearance

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224