

## Sweetwater Union High School District

### SMALL ENGINE REPAIR TECHNICIAN

#### Purpose Statement

The job of Small Engine Repair Technician is done for the purpose/s of maintaining a wide variety of grounds equipment and other equipment powered by small gasoline, diesel engines; identifying repair and/or replacement needs; providing necessary information on the proper uses of the equipment; and assisting other skilled trades as required.

#### Essential Functions

- Cleans, sharpens and lubricates a variety of motorized equipment (e.g. reel mowers, blades, hedge trimmer, edgers, trimmers, etc.) for the purpose of ensuring units are operating safely and correctly.
- Diagnoses and repairs problems and/or failures in a wide variety of equipment (e.g. mowers, edgers, pumps, compressors, hydraulic rams, sprayers, generators, switches, lights, etc.) for the purpose of identifying equipment and/or systems repair and replacement needs.
- 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.
- Fabricates metal parts as needed and/or assigned (e.g. cut, shape and assemble replacement parts, etc.) for the purpose of completing projects/work orders efficiently.
- 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.
- Assists other trades personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
- Prepares documentation (e.g. time and materials, job specifications, estimates materials, etc.) for the purpose of providing written support in compliance with regulations and/or conveying information.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items to complete the necessary installation/repair.
- 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 routinely 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 motorized equipment; 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: ability to diagnose gasoline, diesel, and/or electrically powered equipment, hydraulic equipment, wiring schematics, diesel burners, pressure washing equipment, diesel generators, and interpret resulting data; standards for design and maintenance; hydraulic pumps, motors and valves; 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 continual opportunity to have some 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, supplemented by approved apprenticeship program in small engine repair, and three years of experience in the mechanical maintenance and overhauling of grounds equipment and small gasoline and electric powered engines and equipment.

**Required Testing**

Pre-employment Proficiency Test

**Certificates**

Valid Driver's License & Evidence of Insurability

**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*