

# BUILDING AND GROUNDS MECHANIC

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Position Code: 1801  
WC Code: 8380  
FLSA Status: Non-Exempt  
Pay Grade: 347 (\$32,620 - \$51,016)  
Location: Public Services  
Approval Date: 2010

## **General Statement of Duties**

Performs responsible skilled mechanical work to maintain and repair Buildings and Grounds equipment

## **Distinguishing Features of the Class**

An employee in this class performs as a skilled mechanic. The employee conducts preventative maintenance and repairs on automotive, light and heavy equipment. Work includes the repair of engines, motors, brakes, electrical and hydraulic systems, and tires. Employees exercise judgment in diagnosing malfunctions of vehicles and equipment and determining necessary repairs. Employees are subject to hazards of automotive mechanics including working in both inside and outside environments, and exposure to various hazards such as noise, vibrations, moving mechanical parts, electrical currents, dusts, mists, fumes, odors, and oil. Work is performed under regular supervision and is evaluated through observation while in progress and inspected upon completion.

## **Duties and Responsibilities**

Performs preventive maintenance on all Buildings and Grounds equipment

Repairs all Buildings and Grounds equipment

Fabricates parts

Perform welding

Perform inventory of parts and tools

Clean and maintain shop

Perform vehicle electrical repairs

Assist other areas of Buildings and Grounds

Other duties as assigned.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

General knowledge of the methods, tools, parts and equipment used in the repair of light automotive passenger cars, trucks, and heavy construction and maintenance equipment.

General knowledge of gasoline and diesel engine operation and repair.

General knowledge of electrical, hydraulic, vacuum, and brake systems.

Working knowledge of safety hazards and precautions related to the work.

Skill in the use and the operations of tools and machinery used in automotive repair work.

Ability to detect by inspection any worn or broken parts.

Ability to understand service manuals and schematic drawings.

Ability to operate vehicles safely.

Ability to follow instructions accurately.

Ability to establish and maintain effective working relationships with co-workers and other departments.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and perform repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or 20 pounds of force constantly to move objects.

Must possess the visual acuity to perform mechanical non-repetitive work, distinguish the work performed at an arm's reach, and read diagrams and repair manuals.

### **Minimum Education and Experience**

High School Diploma or GED and seven to ten years of directly related experience; or two years of college or Associate's Degree and three to five years of directly related experience; or an equivalent combination of education and experience.

### **Special Requirement**

Possession of a valid North Carolina Driver's License

ASE Certificates preferred

Additional manufacturer certifications preferred