

TITLE: Small Engine Mechanic

BG/6

DEPARTMENT: Building and Grounds, Fayette County

JOB SUMMARY: This position is responsible for small engine repair and maintenance.

MAJOR DUTIES:

- o Establishes preventive maintenance programs.
- o Maintains records and logs of all maintenance and repairs activities.
- o Changes oil, air filters, blades, spark plugs, belts, and grease fittings.
- o Repairs light equipment such as weed eaters, edgers, chainsaws, leaf blowers, vacuums, tillers, push mowers, and riding mowers.
- o Performs light tractor and attachment repairs.
- o Operates a variety of hand and power tools and light equipment such as weed eaters, edgers, chainsaws, leaf blowers, vacuums, tillers, push mowers, and riding mowers.
- o Performs light welding and cutting with torch; cleans and maintains tools and equipment; reports mechanical safety hazards to crew leader.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the repair and maintenance of small engine equipment.
- o Knowledge of computers and job related software programs.
- o Knowledge of hand and power tools.
- o Skill in the operation of assigned vehicles, tools, and equipment.
- o Skill in interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Grounds Maintenance Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include equipment operation and repair manuals and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related mechanical repair and maintenance duties. The variety of equipment to be maintained contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to repair and maintain small engine equipment. Success in this position contributes to a safe and well maintained work environment for county personnel.

PERSONAL CONTACTS: Contacts are typically with co-workers, vendors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office, stockroom, warehouse, or outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and occasional cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the

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presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.