



PERSONNEL COMMISSION

Class Code: 0573
Salary Range: 25 (C1)

SMALL ENGINE MECHANIC

JOB SUMMARY

Under general supervision, perform a variety of skilled involved in the mechanical maintenance and overhauling of grounds equipment and small gasoline or diesel powered equipment; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Troubleshoot, diagnose and repair mechanical defects in a variety of grounds equipment including compressors, power edgers, power trimmers, chain saws, blowers, stump grinders and other gasoline powered equipment. ***E***
- Disassemble, replace and repair parts for small gasoline and including small engines, clutches, drive systems, gears, carburetors, hydraulic devices and electrical systems; replace and repair bearings and rings. ***E***
- Sharpen a variety of cutters such as reel mowers, blades, bed knives, edgers and trimmers; lubricate equipment as appropriate; maintain tools in safe working condition. ***E***
- Operate a variety of hand and power tools and equipment; drive a District truck to assigned sites to conduct work. ***E***
- Monitor inventory levels of equipment parts and supplies; order, receive and maintain inventory of parts and supplies; pick up and deliver equipment as necessary. ***E***
- Maintain shop in a clean, safe and organized fashion. ***E***
- Work from verbal and written instructions, blueprints, sketches, diagrams and work orders. ***E***
- Maintain routine records related to inventory, repairs and assigned activities. ***E***
- Assure proper disposal of chemicals and wastes according to established District standards and procedures. ***E***

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Small Engine Mechanic is assigned to a shop with the primary function to overhaul, repair, and otherwise maintain fractional, small horsepower gasoline powered groundskeeping or closely related equipment.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices used in the maintenance and repair of grounds equipment and small gasoline powered equipment, including large and small mowers.
Operation of hand and power tools and equipment.
Principles and practices in small engine construction and repair.
Principles and theory of basic electronics.
Health and safety regulations as established by the State Education Code and District.
Basic record-keeping techniques.
Oral and written communication skills.
Proper lifting techniques.

Ability to:

Perform a variety of duties involved in the mechanical maintenance and overhauling of grounds equipment and small gasoline powered equipment.
Troubleshoot and diagnose mechanical and electrical defects.
Operate hand and power tools and equipment.
Communicate effectively both orally and in writing.
Work cooperatively with others.
Understand and follow oral and written instructions.
Read and understand complex directions, blueprints and diagrams.
Observe health and safety regulations as established by the State Education Code and District.
Monitor, order and maintain inventory of parts, supplies and equipment.
Maintain routine records.

Training:

Graduation from high school.

Experience:

One year experience in the repair and maintenance of fractional/small horsepower gasoline or diesel engines used in power garden or grounds keeping equipment such as tractors, lawn mowers, lawn sweepers, chain saws, blowers, and cutting, trimming, or pruning devices.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Indoor and outdoor work environment. Exposure to fumes, dust, odors, oil/grease, gases. Driving a District truck to conduct work. Subject to noise and fumes from equipment operation. Exposure to chemical fumes and vapors. Working around and with machinery having moving parts.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate hand and power tools and equipment. Bending at the waist, kneeling, stooping or crouching. Reaching overhead, above the shoulders and horizontally. Lifting, carrying, pushing and pulling heavy objects (39 pounds or more) as assigned by position. Seeing to perform equipment repairs.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.