

POSITION DESCRIPTION

MECHANIC

Job Title: Mechanic

Reports To: Chief of Maintenance/Safety Officer

Supervises Directly:

N/A

Supervises Through Subordinates:

N/A

Purpose for the Position:

Provides proper repair, adjustment, calibration, lubrication and maintenance of pumps, all mechanical equipment and buildings, compressors and heavy equipment to assure safe and efficient operation of vehicles and equipment for the Board.

Essential Responsibilities:	% Time
1. Performs repair maintenance and trouble shooting of mechanical equipment.	25 %
2. Clean, paint, carpentry work, etc.	15 %
3. Operates equipment such as a tractor and hi-lift.	05 %
4. Maintain records on equipment and maintenance procedures.	05 %
5. Provides preventative or corrective maintenance on all equipment piping, buildings and vehicles at the plant.	50 %
6. May assume responsibility of Chief of Maintenance in his absence.	
7. Must utilize safety equipment provided by the Board, follow all safety rules and notify supervisor of unsafe equipment, missing safety equipment or unsafe working conditions. Must be safety conscious at all times and use good judgment in performing job tasks.	
8. Performs other job related work as assigned.	

To do this kind of work, you must be able to:

- Operate heavy equipment.
- Withstand the jolting and vibration of heavy equipment.
- Work outdoors in all kinds of weather.
- Move eyes, hands, and feet together to control movement of equipment.
- Estimate distances.

Physical Demands: Lifting 50 lbs maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs., stooping, kneeling, crouching, crawling, reaching, handling, fingering, feeling seeing., hearing.

Environmental Conditions: Both: inside and outside. A job is considered "both" if the activities occur inside or outside in approximately equal amounts.

Math Skills: Requires mathematical development sufficient to be able to: Add, subtract, multiply and divide.

Language/Literacy Skills: Must have developed language/literacy skills to the point to be able to: read and comprehend English (instructions, rules and regulations, etc.)- fill out forms and log books.

Write sentences. Speak clearly. Write reports with proper format, punctuation, spelling and grammar.

Relationships to Data, People and Things:

Data: Comparing: Judging the readily observable of data, people or things.

People: Taking Instructions - Must be able to understand instructions and to communicate with supervisor about work questions, company policies or safety problems/procedures. Must be able to communicate with peers and the general public. Tact and diplomacy must be used at all times to assure a positive Board image.

Things: Driving-Operating: Starting, stopping, controlling and adjusting the actions of machines or equipment for which a course must be steered, or which must be guided, in order to fabricate, process, and/or move things or people. Involves such activities as observing gauges and dials; estimating distances and determining speed and direction of other objects; turning cranks and wheels; pushing or pulling gear lifts or levers.

Other: Uniforms: Employees in this position are required to wear company furnished uniforms.

Specific Vocational Preparation:

Specific Vocational Preparation includes an occupationally significant combination of: vocational education, apprentice training, in-plant training, on-the-job training, or essential experience in less responsible jobs which lead to the higher job or serving in other jobs.

Thorough knowledge of the use, repair and maintenance of equipment, pumps, motors, etc.

To do this job, you must have the following licenses or certifications before being hired:

- Florida driver's license.

To do this job, you must have the following amount of total education and/or experience:

(If hiring someone into this position, what would be the minimum amount of experience and education that would be required in order for the incumbent to have a reasonable expectation for success?)

- High school graduate or equivalency.
- Demonstrated five (5) years of successful experience in the maintenance/repair and operation of all types of equipment and vehicles used by the Board.