

Oswego Community Unit School District 308

Job Description Form

Job Title:	Maintenance Equipment Mechanic	
Division/Department:	Business / Finance	
Location:	Central Maintenance	
Reports to (Title):	Asst. Superintendent for Business / Finance and Director of Buildings and Grounds and Grounds Supervisor	
Level/Grade:	Type of position:	Work Hours: 40/week
<input type="checkbox"/> Non-Cert Administrator	<input checked="" type="checkbox"/> Full-time	Work Year: 12 months
<input type="checkbox"/> Certified Administrator	<input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
	<input type="checkbox"/> Contractor	<input checked="" type="checkbox"/> Nonexempt
	<input type="checkbox"/> Intern	

Job Goal: To provide effective leadership and direction in the maintenance of all district vehicles, electrical generators and other miscellaneous equipment, as well as other duties, some of which are listed below.

Specific Duties:

- Possesses the knowledge and skills necessary to perform the necessary mechanical and electrical repairs on all district maintenance equipment.
- Maintains a safe and hazard free work area in garage.
- Sets priorities of work and supervises a preventative maintenance program for all vehicles.
- Makes periodic inspections of all vehicles and equipment.
- Must be aware of EPA regulations regarding hazardous waste, its removal and run off.
- Requisitions all equipment and supplies required for the maintenance and repair of the district vehicles and other equipment.
- Maintains accurate records of all parts used for repairs and provides reports to the Grounds Supervisor.
- Strives to operate and maintain the most efficient school fleet possible.
- Continues to improve supervisory and job related skills through attendance at appropriate workshops.
- Maintains diesel and gas generators at all district buildings.
- Assists with snow removal program as needed.
- Maintains snow removal equipment and keeps parts in stock for equipment failures.

- Maintains all lawn mowers and related lawn equipment.
- Wears uniform and district I.D. card daily while school is in session and for scheduled weekend work.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The employee will be required to follow any other job related instructions and to perform any other job related duties requested by the Director of Building and Grounds.

Certificate of good health signed by a licensed physician required.

Work experience requirements:

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Education Requirements

Reviewed by:

Title:

Approved by:

Title: Assistant Superintendent for Administration

Date posted:

Date hired: