Job Title: Trades Worker II - Mechanic
Reports to: Supervisor of Campus Grounds
FLSA Status: Non-exempt
Level: 114
Position Class: C9905

Job Summary:
Maintains and repairs automotive equipment, gasoline or diesel engine powered grounds maintenance equipment and gas/battery powered golf carts.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Repairs and overhauls a variety of diesel and gasoline operated equipment, including 2 and 4 cycle engines. Performs repair tasks from tune-up to complete overhaul. Performs repair and maintenance on College bus.

2. Repairs hydraulic and disc brakes, drive lines, clutches, transmissions and other repair jobs as needed. Performs preventive maintenance.

3. Repairs non-automotive motors and engines and light equipment. Maintains and repairs both gasoline and electric powered golf cards, forklifts, trucks, mowers, edgers, weed eaters,chainsaws and other gasoline powered grounds maintenance tools.

4. Operates and tests equipment and performs diagnostic work to include servicing air conditioning systems on College vehicles.

5. Maintains repair and time records for audit trail. Keeps record of spare parts and requirements. Balances the vehicle mileage logs weekly.

6. Places orders for necessary parts to complete auto and equipment repairs and maintains limited spare parts inventory. Maintains blanket purchase order accounts within approved budget amounts. Processes invoices and related paperwork in a timely manner.

7. Performs tire repairs on all automotive, grounds equipment and golf carts.
8. Performs road testing of equipment repaired. Evaluates conditions of equipment prior to repair and after work is completed.

9. Cleans interior of cars and vans prior to loaning out to College faculty and staff.

10. Performs other related work as required.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  High school diploma or general education degree (GED) and three or more years’ related experience.

- **Supervisory Experience:**
  This job has no supervisory responsibilities.

- **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

- **Math Ability:**
  Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to perform calculations on standard measures of American currency, and weight, volume, and distance.

- **Reasoning Ability:**
  Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

- **Computer Skills**
  To perform this job successfully, an individual should have basic knowledge of word processing software. Within three months of hire must be able to use College e-mail, Internet and other College required software.

- **Certificates and Licenses**
  A Valid Florida Driver’s License.
  Must have, or obtain within 3 months of hire, the Class C with passenger endorsement and air brake endorsement, and the Mobile Air Conditioning Society (MACS) certification for CFC-12 Refrigerant Recycling and Service Procedures.

**Responsibility for People and Property:**
This position is responsible for all heavy duty equipment and College vehicles.
Responsibility for Communication:

- **Internal Contacts**
  This position has routine contact with State College of Florida, Manatee-Sarasota staff and frequent contact with the College President.

- **External Contacts**
  This position has routine contact with vendors and occasional contact with students.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts. The employee is frequently exposed to vibration. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions and risk of electrical shock.

- The noise level in the work environment is usually loud.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use manual dexterity and reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision and ability to adjust focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and goals**: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service**: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.
3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

<table>
<thead>
<tr>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparing Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Budget Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Vice President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Director, Human Resources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>