



Job Title: **Maintenance Mechanic Level 1 & 2**

Department: **Facilities Services**

Supervisor: **Custodial/Grounds Coordinator & Trade Lead**

Lane Placement: **ESP Lane 9 or 10**

Schedule: **8 hrs. / 245 days**      Evaluation Group: **JCES 7**

FLSA Classification: **Non - Exempt**

## JOB DESCRIPTION

Under the supervision of the District Custodial-Grounds Coordinator and Trade Lead person, the Maintenance Mechanic performs trade specific tasks to help in the fabrication, maintenance and repair of items or areas in and around District facilities. **The maintenance mechanic is on call 24/7 for all maintenance emergencies.**

## ESSENTIAL FUNCTIONS

- Performs daily work assignments. Work assignments include any/all aspects of new installation, building and equipment repair and remodeling.
- Provides support service to other maintenance areas, as needed.
- May train and direct other maintenance employees as assigned.
- Locates and orders parts and materials used to complete work assignments.
- Completes assignments in a cost efficient and timely manner.
- Drives and operates various maintenance vehicles and equipment.
- Will be called to respond to routine and emergency duties as required.
- On call duties as assigned.
- Shift work may be required.
- Required to attend all scheduled training and departmental meetings.
- Must demonstrate competence in reading, writing and math.
- Requires skills and working knowledge to work independently at the technician level with ability to assess and resolve problems.
- Requires excellent interpersonal skills. Interacts with school, and administrative personnel in completing tasks. Students are frequently close by as work is being performed.
- Must be competent in use, care and maintenance of needed tools and equipment.
- Requires ability to establish priority of work assignments.
- Requires ability to make decisions and recommendations to supervisor.
- Must demonstrate knowledge of M.S.D.S. safety procedures.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

## NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

## QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Work requires physical exertion (e.g. lifting and moving equipment and materials up to 75 pounds, climbing, working in high and/or awkward positions).
- Requires valid Utah driver license.
- Requires four years of experience with demonstrated journey-level competence in all phases of the mechanic trade. Formal apprenticeship or trade-specific educational experience may be included.
- Completion of a formal trade-specific program is preferred.
  - **Automotive Service Excellence (ASE) Certification is required for the Lane 10 salary placement.**
- Must demonstrate competence in reading, writing and math.
- Requires skills and working knowledge to work independently at the technician level with ability to assess and resolve problems.
- Requires excellent interpersonal skills. Interacts with school, and administrative personnel in completing tasks. Students are frequently close by as work is being performed.
- Must be competent in use, care and maintenance of needed tools and equipment.
- Requires ability to establish priority of work assignments.
- Requires ability to make decisions and recommendations to supervisor.
- Must demonstrate knowledge of M.S.D.S. safety procedures.
- Work will involve some hazard in the possible exposure to electrical shock.
- May use chemicals that are potentially hazardous.
- Activities may involve outdoor work in all weather conditions.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

## PHYSICAL REQUIREMENTS---Not limited to the following:

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

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Effective date: 6/10/2020