

## **FAIRFIELD PUBLIC SCHOOLS**

**Title:** Grade 13      **Maintenance Mechanic/Small Engine Repairman**

**Job Purpose Statement:** Employees in this classification perform semi-skilled and skilled tasks of greater than average difficulty and responsibility in one or more occupations. Work consists of semi-skilled and skilled trades work and other duties that may be required in the maintenance and repair of structures, grounds and equipment, and related areas to include but not be limited to: light equipment operation, grounds and tree work and mechanical repair and alterations. Job assignments are in the form of drawings and detailed written and/or oral instructions and are performed under supervision and reviewed upon completion. The employee must be a self-starter, who also takes direction well from his/her supervisor(s) and is comfortable working independently as well as assisting others and working with others.

**Supervision Received:** Receives general and task supervision from the Maintenance Supervisor and the Director of Operations.

**Supervision Exercised:** None

### **Essential Job Functions:**

Service, clean, maintain all maintenance department vehicles and equipment per equipment manufacturer's specifications program. Familiarity with the maintenance of the following equipment and vehicles: trucks, cars, vans, bucket loader, field use 4 wheeled drive vehicles, dump trucks with salt spreaders and plows, snow blowers, leaf blowers, disc scrubbers, rider scrubbers, custodial buffers/strippers/extractors, and any other pieces of equipment as identified by the Maintenance Supervisor and the Director of Operations.

Perform tasks as truck driver for specialty winter salting and/or plowing to help custodians at schools during winter season.

Perform tasks as truck driver for delivery of materials/supplies, moving furniture, moving equipment, moving food between schools as required throughout the fiscal year.

Emergency lawn maintenance after storms that effect public/staff/student safety at school sites and school parking lots. Perform grounds, lawn repair terrain by installing fresh soils ready for seeding and or sodding for school sites if required.

Ability to operate all maintenance department vehicles, grounds equipment, maintenance equipment, and custodial equipment properly.

Ability to order supplies and parts for all maintenance department vehicles and equipment, maintain records, retain order slips, sign for materials, and turn in appropriate paperwork to the maintenance supervisor.

Responsible for bituminous road, driveway, handicap, and safety area painting, striping, and markings on all school grounds.

Responsible for school specific road directional signage in Fairfield and on school sites.

Ability to install/work on, sports equipment on school sites to include but not be limited to: basketball hoops, poles, backboards, fence gates, tennis court wind screens, score boards, soccer goals, and other equipment as identified by the Maintenance Supervisor and Director of Operations.

Provide cleaning and/or litter collection and removal if required for schools sites.

Maintain all playgrounds, play paved areas, in a clean and safe condition, including sweeping, grading, markings, and replacement and making minor repairs if required.

Perform all other related duties as assigned by the Maintenance Supervisor and the Director of Operations.

**Incidental Job Functions:** Operates, services, cleans, and maintains all maintenance department vehicles and equipment per equipment manufacturer's specifications program.

**Knowledge, Skills and Abilities:** Extensive knowledge of the standard practices, methods, tools, materials, occupational hazards and safety precautions of grounds and maintenance care. Ability to work from sketches and plans. Skilled in the usage of tools, materials, and equipment common to buildings maintenance and grounds care. Ability to follow oral and written instructions.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and /or its equivalent and experience in landscaping, maintenance, minor equipment repair, or related work. A valid State of Connecticut driver's license and a driving record with no prior motor vehicle violations is required. Must be able to follow verbal and written instructions. College credits a plus. Certified in vehicle/small engine repair work and air cooled equipment.

**Physical Exertion/Environmental Conditions:** Ability to lift 75 pounds of weight. Some degree of stress in interacting with staff members and meeting deadlines. Must be able to climb ladders in order to access some equipment repairs/installations.