CLASS TITLE: SMALL ENGINE MECHANIC

PURPOSE OF THE CLASSIFICATION: Under general supervision performs skilled work in the maintenance and repair of small gasoline, diesel engine driven equipment, automotive equipment and other related assigned duties.

ESSENTIAL TASKS:

• Maintains and repairs small engines, such as lawn mowers, tractors, water pumps, generators, compressors, trailers, rototillers, weed-eaters, motorcycles and a variety of equipment, usually four cylinders or less
• Operates gas and electric welding equipment, grinders, drill presses and other specialized tools common to automotive and small engine repairs
• Repairs tires, sharpens blades and provides general maintenance support for a variety of tools and equipment used in construction and grounds maintenance
• Repairs/Overhauls equipment such as trash pumps, tamping machines and cement mixers
• Keeps equipment inventory and checks out equipment to users
• Maintains records and schedules equipment for maintenance
• Monitors inventory for parts and tools and orders items as needed
• Compiles work schedules and writes work reports
• Writes specifications for non-capital and capital equipment
• Operates a variety of medium automotive equipment
• Monitors, troubleshoots and repairs/replaces hydraulic and electrical systems
• Makes minor carpentry repairs to facilities and fences
• Acts occasionally as leader of others assigned to specific tasks

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and five (5) years of experience in the maintenance of specialized small engine and automotive equipment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of the operating principles and mechanics of two and four cycle engines; good knowledge of specialized maintenance required for small gasoline and diesel driven equipment; good knowledge of the practical use of tools designed for automotive and mechanical repairs; ability to maintain written records; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting up to 50 pounds; occasional lifting, carrying, pushing, and pulling up to 60 pounds; frequent reaching, balancing, bending, kneeling, handling, feeling, talking, smelling and twisting; occasional crawling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "A" Commercial Driver's License (CDL); some positions within this classification may require a "X" or "N" endorsement within 90 days of the date of hire, or may require a Class "B" CDL with an airbrakes endorsement.

WORKING ENVIRONMENT: Working environment is primarily indoors, occasionally outdoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, cramped work areas, excessive dust, weather/temperature extremes, cutting/chipping/grinding, damp/wet surfaces, snow/ice covered surfaces, snake and insect bites, overhead power lines, compressed gases, and high noises; may be subject to overtime; and 24-hour standby.
Class Code: 7516
EEO Code: N-07
Pay Grade: LT-18

Group: Labor and Trades
Series: Equipment and Plant Management

Effective date: June 1, 1996