

### SECTION 1. POSITION INFORMATION

<b>a. Class No./Title:</b> 4409 - General Maintenance Mechanic	<b>b. Competency Level:</b>
<b>c. Effective Date</b> 1/13/2014	<b>d. Position No:</b> H99930
<b>e. Working Title:</b> General Maintenance Mechanic	<b>f. Work Unit:</b> Facilities Services
<b>g. Agency No.:</b> 58018	<b>h. Agency Name:</b> Oregon Tech
<b>i. Employee:</b>	<b>Supervisor:</b> James Lake
<b>j. Work Location:</b> Klamath Falls - Facilities Services	
<b>k. Position :</b> Full Time Permanent Regular Hours	
<b>l. FLSA:</b> Non-Exempt	<b>Eligible for Overtime:</b> Yes

### SECTION 2. PROGRAMMING INFORMATION

**a. Describe the program in which this job exists. Include program purpose, who is affected and scope. Include relationship to institutional mission.**

Facilities Services is responsible for the operation, maintenance, repair, and construction of the OIT Campus. The department supports the education of approximately 3,000 students and the activities of 800 faculty and staff. The Facilities Services department employs 36 full time workers and student laborers. Facilities Services is the organization responsible for planning, construction, renovating, and maintaining college buildings and grounds. It operates the mechanical and electrical systems in such a manner as to support the university's teaching and community service goals while minimizing consumption of natural resources; and providing other services to the college which ensure a clean, safe, and healthy environment with effective use of economic, natural, and human resources.

**b. Describe the purpose of this position and how it functions within this program by completing this statement:**

OIT Facilities Services has on average, over 45 pieces of equipment that require periodic maintenance, service and repair. Because of the age of the vehicles and machinery in service, on site repair facilities and personnel are critical. This position is responsible for maintaining and repairing the Facilities Services maintenance vehicles, grounds equipment, emergency generators, support vehicles and small engine equipment. This position must be skilled in working on gas, diesel and propane fuel systems as well as electric powered vehicles. This position provides ASE certified auto mechanic services, coordination of outside repair services and vehicle shuttle services at times. Computer proficiency is required to maintain vehicle maintenance records, service schedules, inventory and OUS/DAS reporting requirements..

## **SECTION 3. DUTIES**

### **a. Major Duties**

Vehicles: service, maintenance and repair 45%

Troubleshooting, maintenance and repair of automobiles, trucks and electric carts. Diagnose and repair engine, transmission, brake, axle and steering systems. Change oil and lubricate, oil, grease and make adjustments to moving parts. Change belts, hoses, and filters as needed. Uses meters and other testing equipment to diagnose issues with electrical wiring, circuit boards, relays and switches. Uses welding and cutting equipment to make repairs to vehicle doors, sheet metal and frames.

Heavy Equipment: service, maintenance and repair 40%

Troubleshooting maintenance and repair of backhoes, dump trucks, lift trucks and grader. Diagnose and repair engine, transmission, brake, axle and steering systems. Change oil and lubricate, oil, grease and make adjustments to moving parts. Make repairs and maintain, hydraulic rams, gear and chain drives, and pneumatic brake and hydraulic brake systems. Uses meters and other testing equipment to diagnose issues with electrical wiring, circuit boards, relays and switches. Change belts, hoses, and filters as needed. Uses welding and cutting equipment to make repairs to equipment doors, sheet metal, frames, bumpers, brackets and braces.

Light Equipment: service, maintenance and repair 5%

Troubleshooting, maintenance and repair to chain saws, snow blowers, lawn mowers, leaf blowers and other light, small engine powered equipment. Change oil and lubricate, oil, grease and make adjustments to moving parts. Change belts, hoses, and filters as needed. Make adjustments to carburetors, choke cables, and drives. Change out wheels, blades, cutting heads and chains.

Athletic Buses: service, maintenance and repair 5%

Troubleshooting, maintenance and basic repairs to Setra and Mercedes Sprinter Buses. Diagnose and make basic engine and electrical repairs. Change oil and lubricate, oil, grease and make adjustments to moving parts. Change belts, hoses, and filters as needed. . Uses meters and other testing equipment to diagnose issues with electrical wiring, circuit boards, relays and switches.

### **b. Marginal Duties**

Recordkeeping 3%

Create, maintain and submit vehicle maintenance reports, fuel reports and parts requests.

Other Minor Duties 2%

Assist other Facilities staff, remove snow and ice as required, shuttle vehicles and assist students as needed.

## **SECTION 4. WORKING CONDITIONS**

**Describe special working conditions, if any, that is a regular part of the job. Include frequency of exposure to these conditions.**

Must be able to work under vehicles and using arms/hands above head. Some exposure to gasoline and solvents.

May work in inclement weather

## **SECTION 5. GUIDELINES**

**a. List any established guidelines used to perform the job, such as state and federal laws or regulations, policies, manuals or desk procedures.**

Documents vehicle usage and repair schedules for EPA, DEQ, and OSHA records. Uses auto manufacturer's repair manuals and parts installation instructions as a guide in meeting State and Federal requirements and to maintain safe operating vehicles.

**b. How are these guidelines used to perform the job?**

**SECTION 6. WORK CONTACTS**

With whom outside of co-workers in this work unit must this position regularly come into contact?

Who Contacted	How	Purpose	How Often
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**SECTION 7. JOB-RELATED DECISION MAKING**

Describe the kinds of decisions likely to be made by this position. Indicate the affect of these decisions where possible.

Decisions will be related to maintaining vehicles,machinery, recommending vehicle & equipment purchases and other decisions an auto mechanic must make; parts replacement, substitution for replacement parts, how to diagnose and repair a problem.

**SECTION 8. REVIEW OF WORK**

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?

Work is reviewed by Facilities Services Director periodically or when complaints are received.

**SECTION 9. ADDITIONAL JOB-RELATED INFORMATION**

Any other comments that would add to the understanding of this position: