

Job Description

Title: Maintenance – Mechanic

CBA Position: KCSS

Department: Campus Operations

Reporting Manager: Maintenance Coordinator

Direct Reports: No

FLSA: Non-Exempt

Expected Hours of Work: 40

Salary Band: B22

Band Range: \$33,756-\$47,259

FY14 Budget:

Account Number:

ICCB Class:

KC Status (Class): Support Staff

POSD:

Job Summary:

Maintain and schedule college vehicles and perform other facilities and grounds maintenance activities.

Supervisory Responsibilities: No

Minimum Qualifications/Basic Job Requirements:

High school diploma or equivalent

1 year of specialized training in a skilled trade such as plumbing, electrical, or carpentry and 1-3 years' experience in facilities maintenance

Valid Illinois CDL

Illustrative Examples of Essential Functions:

Schedule usage of College vehicles.

Maintains college vehicle fleet; performs scheduled maintenance activities.

Uses dump trucks for hauling, backhoes for excavation, provides assistance to grounds crew when necessary, including assisting in the use of front-end loaders, removing snow, etc.

Maintain inventory and supplies for parts and initiate requests for repair parts and equipment.

Reviews work orders to determine daily work assignments in coordination with direction from supervisor.

Health and safety procedures based on information and recommendations made by supervisor.

Perform other duties of a similar nature as directed.

(Core Competencies) Knowledge, Skills, and Abilities:

Understand and perform minor and major preventative maintenance actions on a vehicle fleet.

Working knowledge of general mechanical repair of engine parts and auto systems.

Possess strong organizational skills

Demonstrate clear and effective written and verbal communication skills

Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to use practical application of mathematics in general construction and facilities repair and maintenance work.

Provide strong and clear communication, customer service, and inter-personal skills

Ability to work independently

