

Job Description

Title: Maintenance – Mechanic	Salary Band: B22
CBA Position: KCSS	Band Range: \$33,756-\$47,259
Department: Campus Operations	FY14 Budget:
Reporting Manager: Maintenance Coordinator	Account Number:
Direct Reports: No	ICCB Class:
FLSA: Non-Exempt	KC Status (Class): Support Staff
Expected Hours of Work: 40	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

