# Equipment Mechanic I

**Grade: 4**

**FLSA: Non-Exempt**

**Date: 1/19**

**Job Summary:** Diagnose and correct major and minor repairs on heavy equipment. Inspects and repairs golf course equipment including: diesel, electric, and gas powered golf carts. Keep records and place orders for parts and supplies. Responsible for shop area maintenance and clean service area and keep safety procedures a top priority.

**Essential Functions:**

1. Communicates any problems/repairs of equipment to Golf Course Superintendent;
2. Installs assemblies such as engines, transaxles, carburetors, and alternators;
3. Inspects, diagnoses and repairs other major malfunctions of various golf course equipment;
4. Maintains a preventative maintenance program and purchases repair parts and supplies;
5. Tunes engines and adjusts valves, spark plugs, ignition systems, timing, brakes, and clutch;
6. Regulates employee use of equipment. Spot checks equipment for performance;
7. Repairs and adjusts cutting mechanisms on various heavy and light mowing equipment;
8. Maintain a clean and safe work environment;
9. Perform basic welding or fabricating tasks;
10. Schedules and directs work assignments on winter repair equipment to full time staff;
11. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain working knowledge of St. Mary’s County Government policies and procedures;
2. Ability to safely operate a motor vehicle and various heavy and light equipment;
3. Knowledge of safety regulations and established procedures for operating equipment as well as for ensuring public safety;
4. Ability to operate equipment repair tools on diesel, electric, and gas motors;
5. Knowledge of the basic principles of operations, basic components, common malfunctions, corrective repair practices and preventive maintenance techniques for internal combustion engines and various equipment systems and sub-assemblies;
6. Knowledge of sharpening mowers, blades, and reels on small and large cutting units.

**Education and Experience:**

1. High school diploma or G.E.D.;
2. Three (3) years’ experience in maintenance and repair of tractor and small engines, or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work demands constant physical effort, for example operating heavy equipment, vehicles, and tools over 60 pounds.

Work involves risks or discomforts which require special safety precautions, e.g., working around moving parts, or machines. Employees may be required to use protective gear such as boots and gloves; may require working in adverse weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date