

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Small Engine/Custodial  
Equipment Repair Technician

**Department:** Maintenance

**Grade**     H  
**H.P.D.**     8  
**D.P.Y.**     260

**Job Description**

**Date Reviewed:** October 2022

**Reports To:** Team Leader

**Purpose of Job**

The purpose of this job is to provide preventative maintenance and repair services to a wide variety of lawn and grounds maintenance equipment and custodial cleaning equipment (e.g. vacuums, shop vacs, custodial riding equipment such as the Zamboni) for the school system. Duties include, but are not limited to: repairing lawn mowers of all types to include zero turn mowers and cleaning equipment operated by battery, electric, gasoline and propane, maintaining records, providing preventative maintenance and performing additional tasks as assigned by the Assistant Maintenance Manager.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Responds to work requests from Building Maintenance Dispatcher.

Repairs and maintains gasoline and propane powered engines used to power lawnmowers of all types, garden tractors, cleaning machines, grass trimmers and similar machines. Ensures safety standards for equipment are maintained.

Repairs and maintains battery powered and electrical operated power custodial cleaning equipment. Repairs vocational shop equipment such as shop vac, drills and other such equipment.

Utilizes machinist's hand tools, torque wrench, measuring instruments in the delivery of service and test equipment.

Rebuilds small gasoline and propane engines. Replaces or repairs parts, such as rings, bearings and belts using hand tools. Repairs damaged mower deck and other grounds equipment as required by using welding equipment.

Cleans and adjusts carburetor and magneto; starts repaired engines and listens to sounds to test performance. Provides preventative maintenance on tools, machinery and property ensuring readiness and the achievement of safety standards.

Maintains records and logs of locations of equipment and status of work accomplished. Recognizes occupational hazards and takes appropriate safety precautions. Inspects facilities to determine needed repairs.

Maintains assigned vehicle, equipment, and tools for the purpose of ensuring availability in a safe operating condition.

Mentors and trains small engine repairman.

Supervises, trains, and mentors CMCSS SPED Interns and TCAT Apprentices.

Establishes and maintains an effective liaison with school employees (e.g. custodians, school administrators and cafeteria managers).

Prepares and processes documentation including invoices and work orders, capable of calculating necessary materials for a given job.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School Diploma (or Equivalent) required, with a minimum of three years of small engine repair and custodial equipment experience, preferably within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Valid Tennessee driver's license required.

### **KNOWLEDGE OF JOB**

Has comprehensive knowledge of the policies, procedures, and activities of the School System and small engine repairing practices as they pertain to the performance and necessary in the completion of daily duties relating to the job of Small Engine/Custodial Equipment Repair Technician. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling over 100 pounds (50 pounds frequently), standing, sitting, walking, bending, stooping or kneeling;
- Must be able to operate a variety of hand and table tools etc.;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**