

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Small Engine/Custodial Equipment Repair

Department: Maintenance

Grade G
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 maintain and repair lawn care and custodial cleaning equipment (e.g. vacuums, shop vacs, riding custodial equipment such as the Zamboni) for the school system. Duties include, but not limited to: repairing lawn mowers, grass trimmer, and facility cleaning equipment, 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.

Repair gasoline and propane engines used to power lawn-care equipment, cleaning machines operated by battery, electric and propane, and similar machines.

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

Replace or repair parts such as rings and bearings and belts using proper tools. Repairs damaged mower decks and other grounds equipment as required using welding equipment. Deliver fuel, oil and other materials needed by the schools to maintain the facilities.

Clean and adjusts carburetors and magneto: starts repaired engines and listens to sounds to test performance.

Provide preventative maintenance on tools, machinery and property to ensure its readiness and the achievement of safety standards.

Maintain records on equipment and its location as well as 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.

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 one year experience in 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 licenses required.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and small engine repair practices as they pertain to the performance of duties relating to the job of Small Engine/Custodial Equipment Repair. Has general knowledge of small engine repair practices as necessary in the completion of daily responsibilities. 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 department 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. Have good organizational and human relation's 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 of up to 100 pounds (50 pounds frequently), standing, sitting, walking, bending, stooping or kneeling;
- 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