



***Position Description***

<b><i>Department</i></b>	Facilities
<b><i>Position Title</i></b>	Mechanic II
<b><i>Grade</i></b>	7
<b><i>Reports To</i></b>	Supervisor - Airfield
<b><i>FLSA</i></b>	Non-Exempt
<b><i>Approved Date</i></b>	September 1, 2003
<b><i>Revised Date</i></b>	October 27, 2017
<b><i>Purpose</i></b>	Perform routine tasks for the repair, maintenance, and preventative maintenance of all equipment, vehicles and machinery used in and around the Airport facility.
<b><i>Duties &amp; Activities</i></b>	Respond to daily work orders utilizing accepted principles and practices, to perform repairs, maintenance and preventative maintenance to all equipment, vehicles and machinery used in and around the Airport facility.
	Diagnose and repair all gas and diesel engines on all fleet vehicles, trucks, tractors, loaders, dozers, forklifts, graders, lawnmowers, weed eaters, chainsaws, backhoes, generators, pumps, light plants, snow removal equipment, etc.
	Maintain the electrical, steering, cooling, braking and hydraulic systems on all equipment. Repair A/C systems.
	Perform major system overhauls such as rebuilding engines, transmission, rear ends, hydraulic pumps, valves and cylinders.
	Check emergency generator fluid levels weekly and run generators bi-weekly. Monitor fuel levels in generators.
	Maintains regular and punctual attendance. Works extended hours, outside of regular shift schedule, as required by operational needs.
	Respond to and assist with Airport emergencies. Perform other duties as assigned including inclement weather operations.
<b><i>Role Definition</i></b>	Individual Contributor
<b><i># of Direct Reports</i></b>	None
<b><i># of Indirect Reports</i></b>	None

<b><i>Budget Responsibilities</i></b>	None
<b><i>Education &amp; Experience</i></b>	High school diploma or general education degree (GED) and 3 to 5 years related vehicle mechanic work experience, or equivalent combination of education and experience.
<b><i>Language Skills</i></b>	Ability to read a limited number of two and three syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.
<b><i>Math Skills</i></b>	Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and distance.
<b><i>Reasoning Ability</i></b>	Ability to apply common sense understanding to carry out simple one or two step instructions. Ability to deal with standardized situations with only occasional or no variables.
<b><i>Computer Skills</i></b>	Diagnostic equipment. Ability to use email, create Excel spreadsheets and Word documents.
<b><i>Technical/Trade Skills</i></b>	See Education
<b><i>Interpersonal Skills</i></b>	Typically has some contact outside workgroup.
<b><i>Licenses/Certifications</i></b>	Commercial Driver's License. ASE certification preferred.
<b><i>Physical Effort</i></b>	The job has intermittent periods during which continuous physical exertion is required, such as walking, standing, stooping, climbing, lifting material or equipment, some of which may be heavy or awkward.
<b><i>Job Environment</i></b>	Typically in a comfortable environment but with regular exposure to factors such as temperature extremes, moving machinery, loud noise, and fumes that cause noticeable discomfort or a moderate risk of accident or illness.
<b><i>Job Hazards</i></b>	There is regular exposure to conditions which are unpredictable or uncertain and which result in risk of personal injury. This is a safety sensitive position that requires employees to be alert at all times. Any work performed while under the influence of marijuana, alcohol or other controlled substances may constitute a threat to public health or safety.
<b><i>Job Pressures</i></b>	Under regular pressure to meet deadlines, quotas and/or must frequently deal with unpleasant issues related to people or situations.