

Job Description:        Grounds & Facilities Maintenance Mechanic

Position Summary: The Grounds & Facilities Maintenance Mechanic is a full-time, non-exempt position that will be responsible for day-to-day maintenance of the company's equipment by completing routine maintenance and repairs. The employee will take an active role in demonstrating self-initiative, working independently, managing time to complete assignments efficiently and with excellent attention to detail. The Grounds & Facilities Maintenance Mechanic will demonstrate proper communication skills and will be responsible for communicating needs and/or issues to the Operations Manager.

Duties and Responsibilities:

- Demonstrate knowledge of diesel engines, small gasoline engines, electrical, fuel and hydraulic systems.
- Conduct regular maintenance on machinery, equipment, vehicles.
- Inspect, test, disassemble, clean, repair and reassemble equipment noting and replacing parts as needed aiming for maximum reliability.
- Troubleshoot reported equipment problems and resolve them in a timely manner.
- Complete all reports and forms required in conjunction with work assignments.
- Maintain a neat and orderly work area.
- Perform repairs remotely and in the field.
- Fuel equipment at the base location or on remote jobs.
- Creatively find ways to make repairs both permanent and temporary to keep equipment moving or get it back to a location where further repairs can be made.
- Snow removal duties during winter season.
- All other duties as assigned.

Requirements:

- Experience with diesel equipment & vehicles maintenance and repairs.
- Valid and Clean Driver's license.
- High School Diploma or GED certificate preferred.
- Aptitude in using various tools, equipment, and vehicles.
- Ability to communicate and read labels in English. (Bilingual a plus)
- Provide own set of common hand tools.
- Knowledge and strong commitment to basic safety rules & precautionary measures.
- Ability to physically stand, bend, squat and lift/move heavy loads.
- Positive attitude and work ethic.
- Good communication and teamwork skills.
- Strong attention to detail with an aptitude for problem solving.

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Employee Name (print)

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Employee Signature

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Manager Signature

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Date

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Date