

University of Houston – Clear Lake

Position Description

Job Title: **Grounds Equipment Mechanic**

Job Code: **6927**

Pay Grade: **140**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High School diploma or GED.	Diploma from technical school in Diesel and Industrial Technology or equivalent training license.
Experience	One to three years experience with small engines.	Welding, burning and fabrication.
License/Certification		Hydraulic systems, diesel engines and fuel systems.

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Responsible for handling preventative maintenance, repairs and services to all grounds industrial, diesel and gas powered equipment including forklift, dump truck, tractors, riding mowers, push mowers, weed trimmers and edgers, generators and street sweeper. Diagnose test and repair hydraulic powered and operated equipment. Perform equipment inspections, troubleshoot, diagnose equipment failure and determine repair priorities. Monitor and maintain stock of replacement parts and keep records of repair and warranties. Provide immediate response to sudden breakdowns in the field at any time. Must possess ability to effectively communicate with, coordinate with, and assist other members of the grounds team and other FMC personnel. Must have knowledge of safe equipment operation, maintain a clean and safe working environment, and follow all university safety policies and procedures. May be subject to the hurricane ride-out crew. Perform other duties as assigned.

Duties and responsibilities

% Time

Assess and perform regular preventative maintenance on all grounds engines and industrial equipment, and various utility vehicles.	15
Monitor parts in stock, order replacement parts and keep track of maintenance records on all equipment. Routinely inspect equipment for proper and safe operation.	15
Perform emergency repairs on equipment in the shop as well as in the field. Read service manuals and diagnose equipment failure using schematic diagrams.	15
Coordinate in advance with grounds supervisor and employees on equipment needs for upcoming projects. Assists others in FMC department with non-mechanic duties when requested, i.e., automotive mechanic assistance. Maintain organized and clean ware yard, shop and storage areas, other duties as assigned.	15
Repair broken down equipment to meet the daily equipment needs for grounds crew.	15
Repair all custodial equipment - vacuum cleaners, buffers, blower fans, sweepers, (riders and walk behind) carpet extractors, floor scrubbers, etc.	15

Fabricate and weld on an as needed basis to make necessary repairs on equipment.	10
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This position description describes the general qualifications, duties and responsibilities of work being performed.