

**JOB INFORMATION**

Effective Date	7/26/2022
Job Title:	Grounds Equipment Mechanic
Salary Grade/Structure:	160 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
Job Summary	Responsible for handling preventative maintenance, repairs and services to all grounds industrial, diesel and gas powered equipment including forklift, tractors, riding mowers, push mowers, weed trimmers and edging, 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.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
High School Diploma or GED		Required	
Associate's Degree	Diploma from technical school in diesel and industrial technology or equivalent training license.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum three years of experience with small engines, knowledge in the use of welding machines, cutting torches and fabricating.	Required	
Considerable	Hydraulic systems, diesel engines and fuel systems.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Small Engine Certification or equivalent experience.	Upon Hire	Required	
	Hydraulic System Certification or equivalent experience.	Upon Hire	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred
-------------------------	--------------------------------	------------	------------------------

## Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of industrial equipment repair methods including hydraulic systems.	Skilled
• Knowledge to service small electrical generators, power washers and pumps.	Skilled
• Diagnose, test and repair hydraulic powered and operated equipment.	Skilled
• Troubleshoot equipment failure and determine repair priorities.	Skilled
• Interpreting schematic diagrams to execute repairs.	Skilled
• Ability to diagnose engine versus drive train problems.	Skilled
• Ability to completely rebuild and maintain small engines as well as diesel engines.	Skilled
• Ability to operate backhoe, skid steer, tractors, fork lifts, dump trucks and large deck bush hog mowers.	Skilled
• Excellent customer service.	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Assess and perform regular preventative maintenance on all grounds engines and industrial equipment, and various utility vehicles. Routinely inspect equipment for proper and safe operation.	20%
• Perform emergency repairs on equipment in the shop as well as in the field. Repair broken down equipment to meet the daily equipment needs for grounds crew.	25%
• 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%
• Monitor parts in stock, order replacement parts and keep track of maintenance records on all equipment.	5%
• Read service manuals and diagnose equipment failure using schematic diagrams.	5%
• Coordinate in advance with grounds supervisor and employees on equipment needs for upcoming projects.	5%
• Assists others in FMC department when requested, including automotive mechanic assistance and cross training.	5%
• Maintain organized and clean wareyard, shop and storage areas.	5%
• Other related duties as assigned.	5%

## PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Labor

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting					X	
Carrying					X	
Pushing					X	
Pulling					X	
Climbing					X	
Balancing					X	
Stooping					X	
Kneeling					X	
Crouching					X	
Crawling					X	
Reaching					X	
Handling					X	
Grasping					X	
Feeling					X	
Talking					X	
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet			X		
Noise					X
Hazards					X
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Travel Requirements

Estimated Amount	Brief Description