Title: College Mechanic

Function: Under the supervision of the Facilities Director and the Fleet Manager, participates in the care, maintenance and repair of all college vehicles and equipment; Assists the Fleet Manager in the oversight of snow removal and ice control operations.

Description of Duties and Tasks:

1. Repairs, troubleshoots, adjusts, cleans and does bodywork necessary to maintain the college’s fleet of vehicles and service equipment in a safe and proper working condition.

2. Assists the Fleet Manager in keeping accurate maintenance and repair records and advises supervisor of any safety issues found that may deem a vehicle or piece of equipment “unsafe for operation” removing vehicle or equipment from service until the proper steps can be taken to make the equipment safe again to operate.

3. Assists the Fleet Manager in snow removal and ice control. Will be on-call during snow season as needed to maintain a safe campus. May be called upon to manage snow and ice removal operations in the absence of the Fleet Manager.

4. Assists the Fleet Manager with flood control, special projects, road repair and sign installation when necessary, including off hours as needed.

5. Develops the student snow crew, supervises the student workers and communicates clearly with student workers to get all walkways, stairways and patios cleared in a timely manner during and after a snow event. Teaches communicates and assures proper observance of sound safety practices, rules and requirements; demonstrates a continuing concern for the safety of others.

6. Assists the Fleet Manager in the operation and security of the garage and storage areas.

7. Assists the Moving and Set Up coordinator with shipping and receiving.

Additional Responsibilities:

1. Performs additional duties as appropriate or assigned.
**Required Knowledge, Skills and Abilities**

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

2. Must possess a minimum of a HE-2B Hoist Engineer License to operate the college’s heavy equipment or be able to obtain a license within 1 year of hire. Must possess a driver’s license.

3. Broad range of skills in automotive mechanics, equipment repair and preventive maintenance.

4. Broad range of skill and knowledge in snow removal and related areas.

5. Skill in the operation of college vehicles and service equipment.

6. The physical ability and dexterity to do mechanical work with reasonable accommodations.

7. Supervisory ability.

8. Must show service in harmonious relationships with students, faculty and staff.

Position Code: PLT-ASTFL-1

Grade: 2

FLSA Status: Non-exempt