



Landscape Mechanic

Job Code: 6074

Salary Grade: S07

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Performs skilled mechanic work relative to the maintenance and repair of landscape and custodial equipment.

- Inspects, repairs, overhauls and modifies lawn, garden, and custodial equipment.
- Performs preventative maintenance on mechanical equipment.
- Maintains and updates service records. Records individual repair or maintenance jobs including time spent and material usage.
- Performs service calls, and makes minor adjustments and/or repairs to the equipment at the work site. Gathers and disseminates routine information.
- Performs related duties as assigned such as purchasing parts and supplies, cleaning up shop, sending billing information to Accounts Receivable, and coordinating scheduled maintenance.
- May supervise helpers and laborers.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: High School diploma or GED.

Experience:

Required: 24 months experience in the equipment maintenance and mechanical repair.

Certifications or Licenses:

- Valid Oklahoma Driver's License in order to drive University vehicles or ability to obtain within 30 days of hire date

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Ability to communicate verbally and in writing.
- Basic math skills
- Ability to accurately read and understand written materials and instructions
- Maintains state-of-the-art knowledge by attending special courses, workshops, or seminars

Working Conditions

Physical:

Exposure to physically demanding tasks such as heavy lifting of 100 lbs. or more.

Environmental:

Exposure to extreme temperature changes. Ability to work outdoors in all weather conditions including in the heat and cold. Some overtime, including nights, weekends, and holidays may be required. May be designated as an essential position during emergency closures. May be required to remain on campus overnight during weather or other emergencies.

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