

The University of Akron
Classification Specification

Job Title:	Asst Mechanic	Job Code:	93011
Job Function:	Staff	Grade:	05
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	5000 Facilities Management Division	Date:	7/12

Job Summary:

Under general supervision assist with and perform routine service and maintenance on University vehicles and equipment. Inspect and repair vehicles and equipment used by University personnel.

Essential Functions:

40-70% Assist and perform preventative maintenance, service and troubleshoot (tune-ups, adjust ignitions, carburetors, brakes, valves, cleans carburetors and change oil, filters, etc.) on University vehicles. Assist with minor repairs, replace and/or adjust a variety of parts on vehicles and equipment (brake systems, transmissions, clutches, water pumps, carburetors, electrical systems, batteries, etc.). Assist and rebuild parts such as hydraulic motors and lift cylinders, starters, alternators and other components.

20% Perform miscellaneous shop maintenance (drives truck, stocks supplies, monitor inventory, etc.). Perform miscellaneous welding on cars, trucks and equipment.

20% Assist groundskeepers with all phases of lawn maintenance, landscaping and snow removal. Assist with functional changeover of equipment from summer use (lawn care) to winter use (snowplow). Operate snow removal equipment.

10% Maintain records of repairs and maintenance tasks completed. Compile daily reports, time sheets, materials used lists and may request materials for jobs.

0-10% Complete work, time and material usage reports. Perform other duties as assigned by Superintendent/Supervisor.

Education:

Requires high school diploma or GED.

Licenses/Certifications:

Valid Ohio Driver's License.

Experience:

Requires knowledge of basic auto mechanics, safety practices, skill in the use of hand and power tools and problem solving skills. Ability to understand manuals and verbal instruction technical in nature required.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Extremely strenuous, with frequent physical exertion such as the lifting of very heavy items (100 lbs.) alone or 100+ lbs with assistance. Deep bending, crawling, climbing and/or working in difficult or cramped positions for extended periods.

Working Conditions:

Routine exposure to heat, cold, moisture/wetness, inclement weather, noise and air pollution. May involve exposure to chemical substances, hazards and moving parts. Work schedule is subject to change in accordance with University needs and/or the results of the shift line-up process. Overtime/Call-ins may be mandatory based on University need.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.