

The University of Akron
Classification Specification

Job Title:	Master Mechanic Certified	Job Code:	93015
Job Function:	Staff	Grade:	09
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	3000 Information Technology Division	Date:	7/12

Job Summary:

Under general supervision from supervisor, perform scheduled maintenance on University vehicles and equipment. Inspect vehicles and equipment used by University personnel. Diagnose problems repairs as required. Serve as team leader and train others in proper work methods and procedures.

Essential Functions:

30% Perform all essential functions of a Master Mechanic. Coordinate, oversee and perform all maintenance and preventative maintenance on all vehicles, equipment and systems.

30% Compile and maintain time, material and work reports. Submit requests for parts and equipment to Superintendent. Assist in determining specifications for the purchase of new equipment and vehicles.

15% 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% Plan, lead and assign work for staff. Review quality of work performed by Assistant Mechanic and Mechanic. Assist with training new employees.

10% Run service calls on campus.

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

Education:

Requires high school diploma or GED, and successful completion of The University Job Enrichment Training Program for a Mechanic.

Licenses/Certifications:

Valid Ohio Driver's License.

Experience:

Requires a minimum of 4 years experience in the mechanical field. Advanced knowledge of auto mechanics, safety practices, skill in use of hand and power tools and problem solving skills required. Ability to understand manuals and verbal instruction technical in nature required.

Leadership:

Provide guidance to nonexempt staff including general scheduling, assigning tasks and monitoring the work of others, as assigned by the Supervisor.

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.