

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Mechanic Certified	<b>Job Code:</b>	93013
<b>Job Function:</b>	Staff	<b>Grade:</b>	7
<b>Job Family:</b>	Bargaining Unit	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	5000 Facilities Management Division	<b>Date:</b>	7/12

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**Job Summary:**

Under general supervision perform preventive maintenance and service on University vehicles and equipment. Inspect vehicles and equipment used by University personnel. Diagnose problems and fix repairs as required.

**Essential Functions:**

40-70% Perform all essential functions of a Mechanic, perform preventative maintenance, service and troubleshoot (tune-ups, adjust ignitions, carburetors, brakes, valves, clean carburetors and change oil, filters, etc.). Perform repairs, replace and/or adjust a variety of parts on vehicles and equipment (brake systems, transmissions, clutches, water pumps, carburetors, electrical systems, batteries, etc.). Rebuild parts such as hydraulic motors and lift cylinders, starters, alternators and other components. Inspect work performed.

10-20% Perform miscellaneous shop maintenance (drives truck, stocks supplies, monitor inventory, etc.). Perform miscellaneous welding on cars, trucks and equipment.

10-20% Assist groundskeepers with all phases of lawn maintenance, landscaping and snow removal. Assist with functional changeover of equipment from summer use to winter use. Operate snow removal equipment.

5-10% Maintain records of repairs and maintenance tasks completed. Compile daily reports, time sheets, and materials used lists. Request materials for jobs.

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

0-10% Perform on-site service calls to off-road service vehicles to determine if vehicle needs towed, repaired, etc.

**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 1 year experience in the mechanical field. 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.

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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.