

POSITION DESCRIPTION

FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Automotive Mechanic 1</i>		DIVISION: <i>Finance & Administration</i>	DEPARTMENT: <i>Purchasing & Facilities - Maintenance Department</i>
WORKING TITLE: <i>Automotive Mechanic 1</i>		PCN & CLASSIFICATION OF SUPERVISOR: <i>734120 Building Maintenance Supervisor</i>	JOB STATUS: <i>Full-time</i>
CLASSIFICATION NO.: <i>53131</i>		PCN: <i>734125</i> PAY RANGE: <i>16</i>	REVISION DATE: <i>3/19</i>
EQUIPMENT USED: <i>telephone computer/tablet push/riding mower farm tractor salting equipment hand/tools/equipment snow plow/blower power tools/hand tools</i>			
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus 2 college level courses in automotive mechanics (or 6 mos. exp. in automotive maintenance and repair of variety of motorized equipment); or equivalent (2 yrs. of high school training in automotive mechanics would qualify applicant).</i>			
PREFERRED: <i>High school graduate; must be able to read common vocabulary and follow instructions; training or experience in automotive repair, grounds-keeping and small engine repair; knowledge of safety practices associated with repair of vehicles/equipment; must have current valid Ohio driver's license.</i>			
PURPOSE: <i>Employee is under supervision of Building Maintenance Supervisor; maintains Agency vehicles in a safe running condition and ensures that Agency grounds are clear and have a pleasing appearance. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.</i>			
JOB DUTIES:			
<i>50%</i>	<i>Repairs Agency vehicles and provides daily servicing of Agency vehicles; coordinates contract maintenance and repairs to all Agency vehicles; maintains and repairs grounds-keeping, snow removal and earth moving equipment. Provides emergency service to vehicles in field/on the road. Delivers and picks up vehicles. Cleans vehicles interior & exterior as directed.</i>		
<i>15%</i>	<i>Performs plantings and maintains turf, trees, shrubs and flowers and applies pesticides, insecticides and fertilizers.</i>		
<i>15%</i>	<i>Performs removal of snow and ice from walks and roadways; performs maintenance on walks and roadways and outdoor sports facilities.</i>		
<i>10%</i>	<i>Repairs and adjusts electronic equipment (e.g., TV's, VCR, DVD, Projectors, etc.)</i>		

<p>5%</p> <p>5%</p>	<p><i>Keeps records of repair work; dates equipment and parts used, etc.; obtains supplies and equipment for maintenance of grounds and vehicles.</i></p> <p><i>Performs other related duties as assigned.</i></p>	
<p>List no. of positions and Class Titles of positions supervised</p> <p>N/A</p>	<p>_____</p> <p>Signature of Agency Representative</p>	<p>_____</p> <p>Date</p>