



LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation
NEHU

Date Issued: December 8, 1995

Department: Physical Plant

Title: Vehicle and Equipment Mechanic/Groundskeeper

Level: XI

FUNCTION

Assess and repair all vehicles and equipment owned and operated by Lake Superior State University, including gasoline and diesel powered engines, hydraulics, pumps, electrical, air and hydraulic braking systems, complete general maintenance of all types of drive systems.

Perform all routine duties of equipment/operator in the maintenance and upkeep of the facilities, grounds and maintain all related equipment.

SOURCE OF SUPERVISION

Manager of Grounds and Motor pool, the Director and Assistant Director of Physical Plant and all other Physical Plant supervisors on occasion.

DIRECTION EXERCISED

Directs work of student employees as assigned; also employees in lower and higher classification on occasion.

DUTIES AND RESPONSIBILITIES

Work with Motor Pool clerk, supervisors, and fellow employees to organize repairs and service to all equipment and vehicles. Maintain record of activities.

Perform major and minor repairs to include overhauls and replacements of gasoline and diesel engines, drive trains, hydraulic and electrical systems, brakes, etc., on all University equipment.

Perform preventative maintenance to include adjustments, calibrations, lubrications, operational checks on gasoline and diesel engines hydraulic, electrical and drive trains to all related equipment.

Perform welding, fabricating, cutting, brazing, grinding, and soldering with hand or power tools to maintain repair, calibrate and adjust lawn equipment, snow removal equipment, material handling and motor pool equipment.

Perform turf care processes to include mowing, aeration, watering, fertilization, weed control, disease and insect control, and general repairs to all turf grass areas.

Perform tree, shrub and ground cover processes to include: pruning, fertilizing, pest control, planting of trees, shrubs, flowers and general maintenance.

Operate all equipment related to snow removal, plowing, blowing, sanding, salting in all areas, including hand & shoveling removal to maintain a safe environment during snow removal season.

Perform material handling processes to include: loading and hauling of materials and supplies, picking-up and delivery of books, furniture, etc., assembling furniture, assembling arrangements and set-ups for clubs, special events, and aiding in all departmental moves.

Initiate and maintain material requisitions; provide labor and material costs for assigned work orders.

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Perform other duties as assigned, based on weather conditions, and needs of the University. These duties may include assignment to assist trades staff and/or building attendants. Perform assigned routine cleaning functions and other special projects.

REQUIRED MINIMUM QUALIFICATIONS

Certification by the State of Michigan in General Auto/Truck and Equipment Repair is required with a minimum of five years full-time work experience in motor vehicle and equipment servicing and repair work. Minimum of three years work experience or related trades school in oxy-acetylene and welding is required.

Graduation from high school or equivalent, or certification from a related trades school is required. Two years experience in lawn care, excavation, snow removal, and material handling preferred. Must possess a valid drivers license with ability to obtain a commercial operators license (CDL Class 1). Must obtain a telephone and be available to work overtime for snow removal or other assigned duties.

Requires a working knowledge of heavy, medium and light equipment and the ability to operate equipment in a safe manner.

Requires adequate health and physical condition to handle heavy manual tasks, ability to hear conversational voice with or without a hearing aid as required; ability to speak and be understood under normal conditions; full use of arms, hands, legs and feet or sufficient use of all limbs to accomplish assigned tasks; ability to lift and carry items weighing up to 80 pounds and ability to climb ladders.

Ability to work well on own; ability to be trustworthy and maintain confidentiality; ability to read and follow written and oral directions, instruction manuals, part books and diagrams, and to plan and work well independently or in a group.

The above statement reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

Approved: _____

Signature

Date: _____

Physical Job Requirements

Job Title Vehicle and Equipment Mechanic/Groundskeeper **Department** Physical Plant

For activities that are performed in this position, give weight, size, percentage of time or frequency of the activity, or how many times per day/week/month it is performed, how many hours, and distance or heights involved, where each is applicable.

Key: M = Monthly; D = Daily; S = Seasonal; N/A = Not Applicable or None

2-3 x per M	Climbing and/or standing on ladders	N/A	Long hours of travel
D	Climbing Stairs	D	Walking (indoors, outdoors)
D	Reaching	D	Activities requiring quick, repetitive movements (total body)
D	Kneeling	D	Activities requiring quick, repetitive movements (hands only)
D	Bending/stooping	N/A	Operating cleaning machines
D	Pushing/pulling	N/A	Stripping and waxing floors
D	Lifting/carrying up to 30 lb weights	N/A	Operating floor buffer
D	Lifting/carrying over 30 lb weights	N/A	Shampooing carpets
D	Lifting/carrying up to 50 lbs using weight belt	N/A	Vacuuming carpets
1-2 x per D	Lifting/carrying up to 75 lbs with assistance	N/A	Washing windows, on and off ladder
70%	Being on feet all day (8-hour shift)	M	Loading and unloading supplies
30%	Being seated all day	N/A	Mopping floors
D	Moving furniture/equipment	M	Sweeping with push brooms
S	Shoveling	N/A	Dusting furniture
N/A	Scrubbing furniture	D	Operating hand tools
D	Driving vehicles	D	Driving heavy equipment
D	Operating shop machinery	N/A	Operating kitchen machinery
N/A	Eyes focused on computer screen	D	Other: Twisting, bending, turning in awkward positions