



## **Maintenance Mechanic Job Description**

**Date:** February 2025

**Reporting Supervisor:** Director of Facilities & Maintenance

**Status:** Non-Exempt

**Position Grade:** 2

### **Position Overview:**

The Maintenance Mechanic is a full-time employee of Stan Hywet Hall & Gardens hired by the President & Executive Director upon the recommendation of the Director of Facilities & Maintenance with approval of the Superintendent. Their primary responsibilities will be to assist in achieving the highest professional standards of appearance, safety, and maintenance of all equipment, and vehicles by performing preventative maintenance checks, troubleshooting malfunctions, replacing worn parts, and performing emergency repairs, ensuring optimal operational efficiency while adhering to safety regulations; tasks include installing new equipment, documenting work performed, and maintaining inventory of spare parts.

### **Essential Duties and Responsibilities:**

1. Maintain a professional attitude when working with the public, volunteer staff, and fellow staff.
2. Maintain and repair all vehicles, mowers, leaf blowers, trailers, and heavy machinery.
3. Troubleshoot malfunctions with equipment.
4. Assure proper and efficient completion of maintenance activities and end of the year preventative maintenance.
5. Track, monitor and maintain accurate service and repair records of all vehicles and mechanical equipment on property.
6. Assist with other facilities maintenance task as necessary including custodial and general cleaning when necessary.
7. Follow maintenance procedures and techniques according to organizational policies and established standards.
8. Other duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must have a valid Ohio Driver's License.
2. Knowledge and ability to operate all equipment and tools related to the job.
3. Basic computer skills and the ability to work in a Windows environment required
4. Ability to set goals, meet deadlines, and handle multiple projects or tasks.
5. Maintain careful attention to detail.
6. Ability to diagnose equipment malfunctions



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7. Proficient use of hand and power tools
8. Good working knowledge of naturally both diesel- and gas-powered engines as well as electric golf cart vehicles
10. Knowledge of vehicle electronics and batteries.

### Education and/or Experience:

1. A minimum high school diploma, or equivalent.
2. Additionally, some college or technical instruction in vehicle and equipment maintenance is recommended.
3. Two years or more experience and working knowledge in these areas a plus.

### Usual and Customary Expectations:

1. Should expect to spend his/her time walking, standing or kneeling to facilitate work indoors and outdoors, regardless of inclement weather.
2. Should be able to work from a ladder standing as much 30 feet above the ground.
3. Should expect constant bending, stooping, kneeling and crouching, and requires full extension of arms, and grasping, holding and pulling in all these positions.
4. Should be able to lift and carry 50 pounds often.
5. Required PPE includes the wearing of rubber gloves when handling, repairing and cleaning equipment exposed to herbicides, fungicides or pesticides regardless of a lesser requirement on the products label.
6. Some non-traditional hours required, including nights and weekends for special events.

Acknowledgement:

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Employee's Signature

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Date

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Authorized Signature

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Date