



NEW:
07/01/2012

JOB TITLE:	TRACTOR MECHANIC
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8600
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Uses extensive knowledge of tractors and other mechanical equipment to perform the necessary maintenance and repair of such equipment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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- Repairs tractors and lawn mowers
- Makes sure all equipment is repaired in accordance with maintenance programs
- Makes sure all tractors are put away at night or when not in use
- Makes service runs as needed
- Keeps records on tractor and lawn mower parts as used
- Plans work for part time workers
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Three (3) years of experience in tractor repair
- Knowledge of tractor parts and ability to keep inventory records
- Valid driver's and CDL licenses
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Successful completion of an automotive or engine repair program of study