



JOB TITLE: Mechanic
DEPARTMENT: Maintenance
REPORT TO: Superintendent
DATE REVISED: October 20, 2017
CLASSIFICATION: Full-time or Seasonal

JOB STATEMENT/PURPOSE:

The Mechanic will have working knowledge of light and heavy equipment, including automotive, construction and maintenance equipment; skilled in the use of a wide variety of equipment repair tools, and the making of various types of mechanical repairs; knowledge of the theory, care, and operation of internal combustion engines; ability to maintain cooperative working relationships with other employees and the public; ability to diagnose mechanical troubles and determine appropriate maintenance work. Knowledge of workplace safety requirements, including OSHA and the safe handling of all tools and materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Initiates special projects to improve the existing equipment and workplace.
- Prepares requisitions based on inventory control and reviews with the Golf Course Superintendent or purchasers.
- Prioritizes and assigns equipment repairs.
- Ensures OSHA requirements are met in recycling and disposal of used material, including batteries and hazardous materials.
- Troubleshoots, inspects, diagnoses, repairs, and maintains equipment and equipment systems, including, but not limited to, operator and equipment safety switch operation, engines tune-ups, carburetor adjustments, tire repair, safe and proper operation of hydraulic, brake, fuel, steering, electrical, and cooling systems.
- Repairs engine/drive train assemblies, starters, cutting units, roller bearing and seals, carburetors, fuel pumps, hydraulic motors and hoses. Installs batteries, tires, lights, and glass.
- Adjusts, sharpens, and backlaps reel mowers to ensure proper reel to bed knife adjustment and proper height-of-cut on all cutting units.
- Performs occasional welding, machining, bodywork and painting.
- Follows planned maintenance procedures and record keeping.
- Ensures proper shop safety and housekeeping procedures are followed.
- Maintains records of equipment service and repair
- Maintains parts inventory necessary to effect equipment repairs.

JOB SPECIFICATIONS:

- High school diploma or equivalent
- Ability to work under varied climatic conditions
- Ability to provide courteous service to the general public
- Ability to work well with others
- Valid Alaska driver's license
- Wage dependent on experience
- Will train right person on golf course specific equipment and practices