



**University of Texas at El Paso
Job Description**

Job Code: 5428
Job Title: Small Engine Repair Technician
Department: Facilities Services
Reports To: In accordance with departmental policies
FLSA Status: Non-Exempt
Prepared by: Human Resource Services
Creation / Revision Date: October 22, 2010

Summary: Responsible for mechanical maintenance, repairs, assembly, and servicing to lawn equipment, such as two and four-cycle equipment, gasoline and diesel lawn and athletic fields, tractors, and small engine equipment.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Maintains and organizes a small engine repair shop to include inventory, cleaning, stocking, etc.

Inventories parts and supplies, such as oil filters, air filters, spark plugs, blades, belts, etc., used for the maintenance, repair, servicing, and operation of lawn equipment and other small engine equipment.

Performs and maintains routine preventative on department's vehicles to include maintaining proper fluid levels, proper air pressure levels, and general safety item checks, such as brake lights, blinkers, headlights, horns, and mirrors.

Performs inspections, mechanical maintenance, repairs, assembly, and servicing to lawn mowers, blowers, edgers, weed eaters, tractors, aerators, sod-cutters, chainsaws, sprayers and vacuums (to include scheduled maintenance, adjusting carburetors, blade replacement, belt replacement, etc.)

Performs necessary cost comparisons and places orders to maintain an inventory of stock, supplies, and equipment necessary for the operation of a small engine repair shop.

Performs other duties and responsibilities as directed or assigned by Grounds maintenance Supervisor.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities No supervisory responsibilities.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: One year certificate from college or technical school.

Minimum Experience required: Two years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to feel and reach with hands and arms. The employee is frequently required to walk; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to



sit. The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. May be required to use Personal Protective Equipment to include: Steel toe or Non-slippery shoes, back belt, eye protection, and ear protection.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals and vibration. The noise level in the work environment is usually loud.