

*Wright State University*  
**BARGAINING UNIT JOB SPECIFICATION**  
*Grounds Maintenance Equipment Mechanic (GRMEM)*

**I. JOB INFORMATION**

**Job Title: Grounds Maintenance Equipment Mechanic (GRMEM)**

**Job Class: 75061 FLSA Status: Non-Exempt Bargaining Unit: TM**

**II. JOB SUMMARY**

Under general direction, services University owned or leased Grounds Maintenance equipment.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Performs periodic inspection, maintenance and repair of grounds maintenance equipment following manufacturer's specifications. Diagnoses malfunctioning power equipment and makes independent decisions regarding maintenance and repair of grounds equipment. Maintains and repairs grounds equipment fleet including; tuning gasoline and diesel engines, maintaining and repairing fuel injection systems and computerized engine controls, electrical systems, hydraulic systems, oil changes, lubrications, tire, battery, brake and exhaust system service. Services and repairs vehicles and equipment which are inoperative in the field. May operate computerized diagnostic and test equipment.
- Locate and order parts, equipment and supplies utilizing phone and internet services.
- Maintains accurate maintenance tasks performed on grounds equipment utilizing written records and the CMMS system. Collects data and estimates repairs for equipment. Oversees inventories for all grounds equipment assuring in stock levels of parts and ordering as needed.
- Responsible for use and monthly reconciliation of WSU Pro Card for purchases.
- Uses welding equipment to weld, braze, straighten and bend heavy steel for modification, fabrication and repairs.
- Maintains shop equipment and facilities and cleanliness of shop.
- Assist in snow removal.

*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

A high school diploma or equivalent, and four years of full-time grounds maintenance equipment mechanic experience OR two years advanced vocational/technical education in grounds maintenance equipment mechanics or related field and two years full-time experience as a grounds maintenance equipment mechanic is required. A working knowledge of safe mechanical repair techniques, materials and equipment operation is required. Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment and materials.

**V. WORKING CONDITIONS**

There may be frequent exposure to extreme temperatures and/or weather conditions. Exposure to unpleasant odors and/or high noise levels may exist. Any combination of overtime, shift work, weekend and holiday work may be required. This position may be designated as essential and/or the employee may be required to provide a means to be contacted during non-duty hours for emergencies. A pre-employment physical examination may be required before original appointment. An annual physical exam may be required.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

- Welding Certification
- Must currently have possessed a valid U.S. driver's license for at least one year\*.

\*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*