



T U L S A

PUBLIC SCHOOLS

**Job Title:** Grounds Light Mechanic Craftsperson

**Department:** Maintenance  
**Reports To:** Grounds Manager  
**Grade:** MT-10  
**Number of Days:** 12 Months  
**Security Access:** None  
**Current Date:** October 24, 2012  
**Overtime Status:** Non-Exempt

**Position Summary:** Performs all duties related to the repair and regular maintenance of combustion powered grounds maintenance equipment. Responsibilities include, but are not limited to changing fluids, replacing parts, completely overhauling engines, sharpening blades, cleaning equipment, servicing and replacing drive systems, repairing flat tires, and mechanical diagnosis of all equipment.

**Minimum Qualifications/Job Requirements:**

**Education:**

- High school diploma or equivalent
- Vocational/Technical Training in two and four cycle combustion engine repair.

**Specialized Knowledge, Licenses, etc:**

- Valid Oklahoma Driver's License
- OPE Certification preferred

**Experience:**

- Five years' work related experience.

**Specific Training/Skills:**

- A degree or certification in small engine repair from a recognized vocational/technical training program is preferred.

**Physical Requirements (If Applicable):**

- Standing, walking, bending, kneeling, lifting up to 50 lbs.
- Applicant must possess sufficient manual dexterity to operate a variety of hand tools such as screwdrivers, ratchets, impact wrenches, hammers, and saws.

**Other:**

- Must write legibly, basic command of English and Math
- Essential Job Behavior
  - o Dependable
  - o Communicative
  - o Coordinate
  - o Cooperative

- o Responsive
- o Adaptable

**Scope of Authority (If Applicable):**

- Limited Purchasing Authority

**Customer Contacts (Internal and External):**

- **Internal:** Support employees from all departments and sites.
- **External:** Students, Patrons, and General Public, vendors, and regulatory agencies.

**Essential Job Functions:**

- Equipment Repair
- Administrative
- Travel
- Equipment Operation

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.