



Job Title: Maintenance Mechanic Foreman

Exemption Status: Nonexempt

Reports to: Senior Manager Grounds

Date Revised: April 2016

Dept. /School: Grounds Building Services Building Trades

Pay Grade: MT07

Primary Purpose:

Oversees and coordinates the maintenance, repair, and upkeep of all facility ground landscaping equipment and related mechanical systems.

Qualifications:

Education/Certification:

- High School Diploma or equivalent
- Valid Texas driver's license with a good driving record

Experience:

- Minimum of five (5) years of experience in the repair of equipment and related systems
- Minimum of two (2) years of experience as a lead person or supervisor

Special Knowledge/Skills:

- Knowledge of grounds maintenance equipment and mechanical systems, including mowers, tractors, utility vehicles, irrigation systems, and small engine machinery
- Proficiency in using mechanical tools and equipment, such as hand and power tools, lifts, welding equipment, diagnostic devices, and other specialized machinery required for ground and equipment maintenance
- Ability to supervise large crews and projects.
- Proficient in written and oral communication and interpersonal skills
- Proficient in Microsoft Word, Excel, and Outlook
- Ability to work the evening shift

Major Responsibilities and Duties:

1. Assign, oversee, and review the work of mechanics and grounds maintenance personnel to ensure timely and efficient completion of repair and maintenance tasks.
2. Perform inspections, preventive maintenance, troubleshooting, and repairs on tractors, mowers, utility vehicles, and other powered or mechanical equipment used for grounds upkeep.
3. Prioritize maintenance requests, schedule repairs, and maintain accurate records of completed work, parts used, and service schedules.
4. Enforce safety protocols and ensure all maintenance operations comply with regulatory standards, including proper use of lifting equipment, tools, and personal protective equipment (PPE).
5. Provide guidance, technical training, and mentorship to mechanics and grounds staff to develop skills, improve efficiency, and maintain high-quality work standards.
6. Utilize hand tools, power tools, diagnostic devices, lifts, and other mechanical equipment safely and effectively to perform maintenance and repairs.
7. Prepare reports, provide project status updates, and communicate equipment needs, repair requirements, and operational issues to management.
8. Respond to urgent equipment failures or maintenance issues, including evening shifts, ensuring minimal disruption to grounds operations.



9. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including computer and peripherals; may use small hand tools and power tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions.

Motion: Frequent walking; climbing stairs; ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (15-44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, and vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____