

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: MECHANIC, MASTER

Reports To: Designated Supervisor

UW Job Code: 6226

UW Job Family: 62 - Crafts/Trades

SOC Code: 49-3023

FLSA: Non-exempt

Pay Grade: 19

Date: 4-1-95 (revised 5-3-02; 7-1-02; 7-19-02; 11-7-03; 7-1-04; 4-8-05)

JOB PURPOSE:

Repair, maintain, and rebuild heavy equipment and/or gasoline/diesel-powered vehicles used in University construction projects or as part of the University fleet of vehicles. Weld a variety of equipment, vehicles, and/or structures necessary to meet established city, state, and federal standards for construction and/or safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform preventive maintenance and repairs to heavy equipment, buses, diesel engines, vans, and cars including major rebuilding and warranty work, using a variety of manual and power tools.
- Operate and inspect maintenance and construction equipment or passenger vehicles to determine defects and analyze causes of malfunctions, as needed or required by law.
- Examine parts for excessive wear using precision tools including micrometers and dial indicators.
- Design and fabricate specialized attachments/replacements for vehicles/heavy equipment.
- Specify and order specialized parts to repair and maintain equipment, as necessary.
- Perform routine roadside service and towing of disabled equipment when needed.
- Operate heavy equipment or vehicles, as directed; train others in use, operation, and maintenance.
- Read and interpret technical manuals, schematics, plans, and specifications for rebuild and/or repair of vehicles, equipment, and structures.
- Perform snow removal duties as required.
- Interact with outside vendors as needed.

SUPPLEMENTAL FUNCTIONS:

- May perform repairs on handrails, fire escapes, snow removal equipment, sanitation trucks and containers, etc.
- May assist other Physical Plant or Transportation welding personnel as required.

- May perform routine maintenance, repairs, or rebuilds on specialized mechanical equipment throughout campus, as requested by supervisor.

COMPETENCIES:

- Attention to Detail
- Consistency
- Safety Awareness
- Adaptability
- Initiative
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **Vocational School, On-the-Job Experience, or Associate's degree**

Experience: **4 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Certified Welder**
- **Valid driver's license**
- **Ability to obtain a valid class B Wyoming commercial driver's license with airbrake designation within one year of employment (Note: Some positions may require CDL-P upon employment).**
- **Some positions may require ASE Certifications in medium and heavy trucks (all 8 categories).**

KNOWLEDGE, SKILLS, AND ABILITIES:

- Occupational hazards and safety precautions of the trade.
- Maintenance and repair of mechanical, electrical, and hydraulic systems as they apply to diesel engines, passenger vehicles and heavy equipment.
- Shop mathematics and metal properties.
- Machining and layout procedures.
- Inspection and cleaning principles for vehicles/heavy equipment.
- Computerized maintenance management principles as related to supplies, equipment, parts ordering, and inventory management.
- Maintenance, repair and overhaul of transmissions, rear axles, and diesel and gas engines.

Skills and Abilities to:

- Perform a variety of arc and gas welding to fabricate items, effect repairs on equipment or construct structurally sound repairs.
- Read, prepare and interpret construction drawings, sketches, diagrams, and specifications.
- Read, understand and follow safety procedures.
- Communicate clearly and concisely.
- Communicate effectively both orally and in writing.

- Understand and carry out oral and written instructions.
- Select appropriate materials based on application and amounts required.
- Inspect, diagnose, maintain, and repair a wide variety of heavy equipment, fixtures and vehicles.
- Use diagnostic equipment/software and associated tools of the trade.
- Diagnose and repair transit vehicles utilizing diagnostic computer software.
- Perform safety inspections on a variety of vehicles/heavy equipment.
- Properly and safely, drive a wide variety of vehicles/heavy equipment.
- Move objects weighing up to 50 pounds.
- Discern colors.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Shop environment; regularly exposed to mechanical hazards, electrical hazards, and hazards associated with power and manual tools; regularly subject to dust, fumes, high-pressure steam, high temperatures, and confined spaces. Must be able to work outside in inclement weather for extended periods to perform on-site equipment repairs or perform snow removal activities.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.