

## **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**

**Reports To:** Designated Supervisor

**UW Job Code:** 6211

**UW Job Family:** 62 - Crafts/Trades

**SOC Code:** 49-3023

**FLSA:** Non-exempt

**Pay Grade:** 17

**Date:** 4-1-95 (revised 7-1-02; 3-31-03; 7-1-04)

**JOB PURPOSE:**

Assemble, maintain, repair, adjust and modify equipment, vehicles and/or facilities and grounds machinery; operate vehicles, equipment and/or machinery as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Operate and inspect vehicles, equipment, and/or machinery to determine defects and analyze cause of malfunction.
- Read and interpret vehicle and/or equipment manuals and schematics to perform basic repairs and maintenance.
- Disassemble and reassemble vehicles, equipment and/or machinery; examine parts for excessive wear using micrometer, calipers and gauges.

**SUPPLEMENTAL FUNCTIONS:**

- In addition to the above, may perform either A, B, or C:

**A.**

- Mix and apply chemical herbicides, pesticides and fertilizers to prevent plant disease, kill infections and insects, and promote growth.
- Water, cut, trim and edge lawns; rake and dispose of lawn clippings and leaves.
- Plant grass, flowers, shrubs and trees.
- Assist with pruning trees and shrubs; may perform trimming and pruning of trees from an aerial basket.
- Inspect, construct and make repairs on watering systems.

**B.**

- As required, operate equipment and machinery necessary to plant and harvest crops; prepare fields for irrigation; weigh livestock and crops.
- Perform repair and construction welding on equipment, machinery and facilities.
- Build and repair hay and grain bunks, corrals, fences and other farm structures.

**C.**

- May assist with refueling and checking out carpool vehicles.

**COMPETENCIES:**

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

**MINIMUM QUALIFICATIONS:**

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

Experience: **1 year work-related experience**

Required licensure, certification, registration, or other requirements:

- **Valid Wyoming driver's license is necessary.**
- **Some positions require the ability to obtain Wyoming commercial driver's license (CDL) after employment.**
- **Some positions require Wyoming Commercial Pesticide Applicator's License.**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Mechanical repair and maintenance of assigned vehicles, equipment and machinery.
- Machinery, vehicle and/or equipment operation and inspection.
- Defect and malfunction analysis techniques.
- Micrometers, calipers, and gauges.
- Mixing and application of chemical herbicides, pesticides and fertilizers.
- Lawn care, including raking, watering, cutting and trimming methods.
- Watering systems and repair.
- Planting and harvesting crops.
- Irrigation methods and techniques.
- Construction welding.
- Construction of hay and grain bunks, corrals, fences, and other farm structures.

Skills and Abilities to:

- Adjust focus, identify and distinguish between colors, and judge distance and spatial relationships.
- Apply mechanical repair and maintenance of assigned vehicles, equipment and machinery.
- Use hand/eye coordination and manual dexterity to sufficiently and safely operate the tools and equipment necessary to perform essential functions.
- Use endurance and dexterity required for maintaining awkward positions such as climbing, stooping, and twisting for extended periods of time and in various weather conditions.
- Move and manipulate heavy objects (50-100 pounds) regularly.
- Read, understand, follow, and enforce safety procedures.
- Understand and follow complex, detailed technical instructions.
- Use hand and power tools applicable to the trade.
- Perform inspections and make necessary adjustments to conform to job specifications.
- Accurately use calipers, micrometers, gauges, and other related measuring tools.
- Work in elevated locations.
- Enter data on computers.
- Foster a cooperative work environment.

**WORKING CONDITIONS:**

Shop/garage environment and vehicles; regularly exposed to outdoor conditions, noise, fumes, vibration and electrical, mechanical, chemical, and fire hazards; occasionally subject to confined spaces, poor lighting, and elevated heights.

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.