

## MT. SINAI JOB DESCRIPTION



Title: Mechanic

Department: Maintenance

Reports to: Superintendent of Grounds

Jobs Supervised: None

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**Job Purpose:** Supports Service and Maintenance Department  
Maintaining and repairing vehicles, equipment and tools.

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### **Essential Job Responsibilities:**

- Maintains Memorial Park Vehicles  
Maintaining and repairing funeral coach, trucks, vans, tractors, utility vehicles and cars.
- Maintains Maintenance Department Equipment  
Repairing lawn mowers, hedge trimmers, blowers, sweeping equipment.
- Maintains Parts Inventory  
Checking inventory; buying parts and equipment; making customized parts as needed.
- Maintains Professional and Technical Knowledge  
Attending educational workshops.
- Contributes to Team Effort  
Accomplishing related results as needed.

## **JOB QUALIFICATIONS AND SPECIFICATIONS**

Education: Mechanic/Trade School courses

Experience: Minimum ten years related experience

Knowledge: - Safety laws and regulations  
- Full knowledge of department's 'Experience Rules' document

Skills & Abilities: - Able to work on diverse range of vehicles and equipment  
- Able to drive all Service and Maintenance department vehicles  
- Able to be flexible, team player  
- Able to update and maintain technical knowledge  
- Able to manage multiple priorities

Working Conditions:

Physical Demands: Sitting, standing, bending, reaching, regular heavy lifting

Exposures: Muscular strain, noise, electrical current, weather, temperature, fumes, vibration, moving parts

### **APPROVALS:**

Name/Date:

Name/Date:

Title:

Title:

The above information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.