



# Orange County Cemetery District Job Description

Job Details	
<b>Job Title</b>	Mechanic
<b>Reports To</b>	Cemetery Manager
<b>Salary Grade</b>	\$3,988-\$5,233
<b>FLSA Status</b>	Non-Exempt
<b>Effective</b>	July 2016

## Summary

*Describes the major purpose of this position and its role in the department and/or organization.*

Repairs, fabricates, adjusts and maintains all District Cemetery machinery and equipment. Recommends when to sub contract repairs and when to replace equipment and parts. Coordinates with cemetery staff to determine equipment and machinery needs. Orders parts and maintains inventory. Tracks and reports status and materials used in repairs.

## Essential Functions

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the duties and responsibilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Duties and Responsibilities

1. Repairs and orders parts for all machinery and equipment at all District cemeteries (i.e., trimmers, weed eaters, blowers, lawn mowers, trailers, funeral canopies, graters, backhoe, etc.). Includes changing or repairing flat or broken tires on all equipment and machinery at cemeteries.
2. Adjusts, tunes-up and maintains all equipment and machinery at all cemetery locations (i.e., change air filters, pumps, hoses, oil, check all fluids, etc.).
3. Maintains and delivers fuel for all equipment and machinery at all cemetery locations.
4. Maintains inventory records of all equipment/machinery and parts for all cemetery locations.
5. Provides written reports on equipment status including detail of parts and materials used for maintenance and repair purposes.
6. Fabricates equipment and parts as needed.
7. Uses welding equipment to weld repairs and fabricate equipment at all District cemeteries.
8. Recommends when to sub-contract large and complicated repairs or replacement of equipment/machinery when necessary to Cemetery Managers.



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- 9. Works daily with Cemetery Managers and Leadworkers to determine maintenance and equipment needs.
- 10. Mixes and pours cement for new sidewalks and other structures or to repair cracks as needed. May build structures as needed (i.e., cement patios, etc.).
- 11. Adhere to District policy and procedures and California Health & Safety Codes.
- 12. May be required to perform other related duties as assigned by management.

## Job Requirements

*Requirements for the satisfactory performance of each task.*

<b>Education</b>	
<i>Describes the minimum education and training needed to perform this job.</i>	
Required	High School or GED
Preferred	Some related trade school coursework

<b>Work Experience</b>	
<i>Describes the type and minimum years of applicable previous work experience required to perform the job.</i>	
Required	At least five (5) years of previous related work experience repairing, fabricating and maintaining equipment and machinery
Preferred	

<b>Licenses, Registration or Certification</b>	
<i>Licenses, registrations or certifications required to perform this job</i>	
Required	
Preferred	Commercial Products Service Training Certificate in related grounds keeping equipment, Small Engine Product Training Certification, Automotive Maintenance Certification

<b>Supervision / Direction Received</b>
Receives occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Plans and/or determines specific procedures or equipment required to meet assigned objectives. Solves non-routine problems and refers only unusual matters to supervisor.

<b>Supervisory Responsibilities</b>	
Does this position directly supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Job titles of supervised positions:	n/a



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## Physical Factors

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

	<b>Continually 6+ Hours</b>	<b>Frequently 3-6 Hours</b>	<b>Occasionally 1-3 Hours</b>	<b>Rarely/Never &lt; 1 Hour</b>
<b>Physical Factors</b>				
Standing			X	
Walking			X	
Sitting				X
Pushing/Pulling	X			
Climbing			X	
Twisting	X			
Stooping/Bending			X	
Kneeling			X	
Grasping/Gripping	X			
Repetitive Movements			X	
Crawling			X	
Reaching	X			
Talking			X	
Hearing			X	
Reading				X
Writing				X
Filing				X
Typing				X
0-25 lbs	X			
25-50 lbs			X	
Over 50 lbs			X	

## WORK ENVIRONMENT

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Office working environment			X	
Exposure to dust, fumes, chemicals			X	
Exposure to extreme heat/cold				X
Exposure to outdoor weather conditions			X	
Exposure to loud noise			X	
Vibration/Impact			X	
Heights				X
Risk of electrical shock			X	



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## Knowledge, Skills and Abilities

- Knowledge of the repair and maintenance of cemetery equipment and machinery
- Good working skill in repairing, fabricating and maintaining mechanical equipment and machinery
- Working skill in welding repairs and in the fabrication of parts
- Some skill in blocking, mixing and pouring cement and building small structures
- Ability to maintain accurate inventory and maintenance records
- Ability to empathize with the emotional state of others