Small Engine Technician

**JOB PURPOSE:**
Performs preventive maintenance and repairs on small engines and other grounds related equipment.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**
Maintains grounds equipment such as blowers, spreaders, trimmers, chainsaws, tillers, mowers, tractors, ATV’s and attachments, etc.

Performs preventive maintenance by replacing/refreshing fluids, changing filters and worn belts, greasing and lubricating moving parts.

Performs diagnostic procedures to identify problems. Adjusts points, valves, carburetor, distributor, and spark plug gaps.

Grinds, reams, re-bores, and re-taps parts to obtain specified clearances using grinders, taps, reamers, and boring machines.

Installs batteries, check and adjust tire pressure. Grinds and sharpens mower blades. May use welder to repair broken metal components.

Maintains inventory of parts and prepares purchase requisitions. Transports parts, tools, equipment and materials.

Maintains records of repairs and preventative maintenance.

May perform general grounds maintenance tasks such as mowing, trimming, basic landscaping tasks, painting curbs and striping parking lots etc.

May assist maintenance staff on general building/facility maintenance projects.

**KNOWLEDGE, SKILLS, AND ABILITIES:**
Knowledge of tools, equipment, materials, methods, and practices of small engine repair, and maintenance.

Ability to use and operate grinder, drill press, impact tools, tire changer, compressor, hoist, welder, and hand tools ordinarily used by a small engine technician.

Ability to read and understand equipment specifications and schematics.

Ability to work in safe and efficient manner.
MINIMUM REQUIREMENTS:

**Education**: High school diploma or GED

**Experience**: Two years maintaining and repairing small engines and grounds equipment.

**Certifications/Licenses**: Valid driver’s license and ability to be insured by Indiana University.

PHYSICAL REQUIREMENTS:

Sitting, standing, walking, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, sifting/carrying up to 50 lbs multiple times per shift, fingerig, talking, hearing, and seeing.

WORKING CONDITIONS:

Work is performed both indoors and outdoors. Possible exposure to distraction/uncomfortable noise levels and vibration of body or extremities. Exposure to hot and cold outdoor conditions. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.