

JOB DESCRIPTION

Diocese of Orange, Catholic Cemeteries

POSITION TITLE:	Grounds Mechanic
JOB CLASSIFICATION:	Non-Exempt
DEPARTMENT/PROGRAM:	Cemeteries
REPORTS TO:	Cemetery Manager(s) & Supervisor
SCHEDULE:	Monday – Friday (Some Saturdays)
PAY RANGE:	\$25 – \$32 per hour
	Based on experience, education and qualifications.

Summary:

An Equipment Mechanic is responsible for inspecting, diagnosing, repairing, and maintaining various types of equipment and machinery. This role is crucial for ensuring the safe and efficient operation of equipment, preventing downtime, and minimizing disruptions to daily operations.

Responsibilities:

- **Equipment Inspection:** Conduct thorough inspections of various equipment, including but not limited to heavy machinery, equipment, and vehicles, to identify mechanical and electrical issues.
- **Diagnostics:** Utilize diagnostic tools and equipment to identify the root causes of equipment malfunctions and performance issues.
- **Repairs:** Perform necessary repairs, replacements, and adjustments to faulty parts, components, and systems.
- **Maintenance:** Implement routine maintenance procedures to prevent equipment breakdowns and ensure optimal functionality. This may include oil changes, lubrication, filter replacement, and belt adjustments.
- **Troubleshooting:** Analyze complex technical problems and develop effective solutions to ensure equipment operates safely and efficiently.
- **Safety Compliance:** Adhere to safety protocols and guidelines while working on equipment, ensuring that all repairs and maintenance activities are conducted safely and in compliance with relevant regulations.
- **Documentation:** Maintain accurate records of equipment maintenance and repair activities, including work performed, parts replaced, and the time spent on each task.
- **Parts Management:** Identify and order necessary replacement parts and materials, ensuring a well-stocked inventory of essential components.
- **Testing:** Conduct operational tests and performance checks after repairs to verify that equipment is functioning correctly.
- **Training:** Stay updated on industry advancements and new technologies by participating in training programs and workshops.
- **Emergency Repairs:** Respond to urgent equipment breakdowns and malfunctions, working efficiently to minimize downtime at all cemetery locations.
- Any other duties as directed by the Management Department.

Qualifications:

Proven experience as an Equipment Mechanic or a similar role.

Strong mechanical and electrical troubleshooting skills.
Proficiency in using diagnostic tools and equipment.
Knowledge of safety procedures and regulations.
Excellent attention to detail and problem-solving abilities.
Strong communication skills and the ability to work independently or as part of a team.
Ability to lift heavy objects.
General computer skills
Valid driver's license and reliable transportation.

Preferred:

High school diploma or equivalent; vocational or technical training in equipment mechanics preferred.

Experience:

Experience with a variety of equipment types and brands.
Experience maintaining and servicing heavy equipment.
Familiarity with hydraulics
Diesel Engine repair and knowledge (Preferred)
Knowledge of electric or battery powered engines and their components.
Knowledge of computerized maintenance management systems.

Equipment:

Tractor, mower, string trimmer, blower, mausoleum lift, backhoe, utility shuttle, company auto, and/or truck as required by supervisors.

Physical Requirements/Work Environment

The job is frequently expected to lift, carry, push or pull objects weighing more than 100 lbs, without the assistance of mobile, powered equipment and at heights. Equipment Mechanics may work in various settings, including repair shops or maintenance shops, construction sites, open cemetery sites. The job may involve exposure to adverse weather conditions, noisy environments, and the need to work in confined spaces. The role requires occasional travel to off-site repairs and/or order pickups for necessary parts or equipment. Any candidates that receive a conditional job offer will be required to complete a fitness for duty examination to ensure that they are fit to carry out the duties of this role.