



Date: Sept. 1, 2023  
Employer: Chehalem Park and Recreation District  
**Title: Mechanic Specialist (Specialist III)**  
Grade 7 Step A  
Location: Chehalem Glenn Golf Course  
Hours: Full-time Exempt  
Salary: \$48,082.63  
Closes: Open until filled

Apply: Applications are available at online at [cprdnewberg.org](http://cprdnewberg.org) and in person at Chehalem Aquatic and Fitness Center. Email completed application and resume to [srobinson@cprdnewberg.org](mailto:srobinson@cprdnewberg.org).  
Questions: Contact Scott Robinson, 503.899.5784, [srobinson@cprdnewberg.org](mailto:srobinson@cprdnewberg.org)

### **Position Description**

The Mechanic undertakes a comprehensive preventive maintenance program for the golf course and agencywide assets. This program includes the diagnostics and repair of failing equipment, keeping records of parts and labor needed to maintain each piece of equipment, and placing orders for parts and supplies needed for equipment or service. Expected to properly communicate any needs or problems relating to the maintenance or repair of equipment to the golf course superintendent and/or the assistant. The equipment manager places safety as a top priority and is responsible for maintaining a clean service area and maintenance building.

### **Primary Duties**

Inspects, diagnoses and repairs mechanical defects/failures in various golf course maintenance equipment, including, diesel-, electric- and gasoline-powered automobiles, trucks, trenchers, sweepers, rollers, mowers, and other mechanical equipment used in maintenance work. Instructs and/or trains golf course maintenance workers regarding preventive maintenance, and the proper cleaning of and safe operation of equipment. Prioritizes equipment repair and maintenance work. Maintains a preventive maintenance program within budget on all equipment, and purchases repair parts and replacement supplies. Keeps a complete set of records for equipment and parts inventory purchases, equipment conditions, costs of repairs and preventive maintenance for all equipment. Spot checks equipment for performance on the course, makes emergency repairs to equipment on the course, and services or supervises servicing of equipment prior to use. Oversees the shop area maintenance. Regulates employees' use of equipment in absence of superintendent and assistant superintendent, if needed, and performs other duties as directed by the superintendent. Recommends equipment purchases and leases.

### **QUALIFICATIONS**

#### **Required**

- Working knowledge of light and heavy maintenance equipment and automotive apparatuses. Skill in the use of a variety of equipment repair tools, and various types of mechanical repair. Working knowledge of the theory, care, and operation of internal combustion engines and mowing equipment. Working knowledge of the hazards and safety precautions of the profession.
- Ability to diagnose mechanical troubles and determine appropriate maintenance work.
- Possession of a valid Oregon driver's license

## **Preferred**

- a commercial driver's license (CDL) is preferred.
- Ability to move heavy objects.
- Ability to work in a variety of weather conditions while repairing equipment.
- Familiarity with basic office software such as Microsoft Office programs, and industry-specific proprietary software as specified by supervisor.
- Ability to communicate effectively and keep business records.
- Knowledge of and/or ability to play the game of golf and understand how job performance affects the playing conditions of the golf course.

## **Physical Demands**

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 essential functions. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb; or balance; stoop, kneel, crouch, or crawl; and talk and hear.

The employee must frequently lift and or move up to 100 pounds and occasionally lift and / or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Glasses to correct vision may be worn.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

*Note: Chehalem Park and Recreation is an equal opportunity employer. The District is committed to maintaining a drug-free workplace and strictly complies with the Drug Free Workplace Act of 1988.*