Position Title: System-Wide Mechanic
Reports To: Director of Operations
Supervises: 1 – 15
Requirements: City of Buffalo residency
Valid NYS Driver’s License

Position Summary:

The System-Wide Mechanic is responsible for ensuring that all Olmsted owned and assigned park equipment and vehicles are maintained in proper working condition in order that operations maintenance employees may utilize such equipment in a timely manner in the fulfillment of our duties as stewards of the Buffalo Olmsted Park System.

In addition, the duties of the system-wide mechanic will include assisting the Director of Park Administration and the Director of Operations with equipment inventories, salvage, fleet identifications and acquisitions.

This position is non-exempt according to the Fair Labor Standards Act and the NYS Department of Labor rules and regulations. The workweek includes flexible schedules depending on the assigned workload, with some weekend and holiday work.

Major Duties and Responsibilities:

• Responsible for maintaining Conservancy owned/assigned equipment and vehicles
  o Ensure the equipment is in proper working condition when needed to fulfill the maintenance needs of the park
  o Make repairs as needed to any Conservancy owned/assigned equipment and vehicles
• Prioritize repair and maintenance needs in coordination with District Supervisors and Director of Operations
• Ensure premises for equipment are kept in orderly condition
• Ensure that a proper inventory of supplies, parts and tools is kept, in order to make repairs in a timely and cost-effective manner
• Keep an ongoing record of repairs and maintenance for each piece of equipment and vehicle
• Assist in the management and implementation of a cost-effective inventory system for equipment and parts (fleet I.D., etc.) in consultation with Director of Park Administration and Director of Operations
• Assist district supervisors and/or foreman in basic equipment maintenance and provide a checklist of items to review prior to utilizing equipment
• Make recommendations for equipment salvage and acquisitions
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- May be required to travel to all parks for repairs as needed
- Attend BOPC operational staff and safety meetings
- Any and all other duties as assigned by management.

**Qualifications and Attributes:**

- At least 3 years of experience equivalent to job responsibilities.
- Holding a CDL is a plus
- Other related certifications or licensures are encouraged.
- Proven leadership experience and track record of quality and effective team management, with an ability to motivate others and produce effective results.
- Ability to work effectively and respectfully with other employees
- Specific knowledge and practice of Olmsted park maintenance and workforce policies and procedures.
- Resourcefulness in utilizing staff, equipment and/or supplies approved within the annual budget to the greatest benefit of the BOPC.

**Working Conditions:**

- Indoor/outdoor hands-on work. May perform under extreme weather conditions. Some office or paperwork may be required.
- These job duties may require an employee to bend, reach, stoop, stand and/or walk for extended periods, as well as lift and/or move heavy objects at times up to 50 lbs.
- These job duties may require an employee to drive distances between park features or locations, and to potentially operate standard to heavy park or gardening machinery and vehicles.
- Must continuously foster a team approach to working in the park environment.
- Must be able to adapt to ever changing resources and limited budget.
- This position requires flexibility with weekend assignments as well as availability should any critical assistance be needed unexpectedly.
- Main work area is at the Delaware Park labor center.

Buffalo Olmsted Parks Conservancy, Inc. is committed to diversity in the workplace. Buffalo Olmsted Parks Conservancy, Inc. is an equal opportunity employer.

This job description is intended to identify and list the responsibilities, duties and qualifications for the position. It cannot be considered all-inclusive, however, as changing organizational circumstances can result in changes to some of those responsibilities, duties and qualifications. Further, every task supporting the functioning of the position may not be listed or not listed in detail. This job description does not constitute a contract of employment.

Updated: October 16, 2019