

**COMMANDER, NAVY INSTALLATIONS COMMAND  
MORALE, WELFARE AND RECREATION DEPARTMENT  
COMMUNITY RECREATION DIVISION**

**SMALL ENGINE REPAIRER, NA-8610-08**

**I. INTRODUCTION**

This position is assigned to the Community Recreation Division; Morale, Welfare and Recreation (MWR) Department; Commander, Navy Installations Command (CNIC). The purpose of this position is to ensure all outdoor recreation equipment; motors, machines, materials, and tools are maintained, repaired and cleaned to accepted customer and industry standards. This includes preventative maintenance, repairing, modification, and major overhaul of small engines, including disassembly, reassembly, and engine overhaul test phases.

**II. MAJOR DUTIES AND RESPONSIBILITIES**

- Performs a variety of maintenance and repair duties including, but not limited to: testing, adjusting, repairing and replacing broken, lost and worn parts on a variety of equipment such as small engines, powerboats, travel trailers, bicycles, lanterns, stoves, ice chests, backpacks, fishing reels and poles, car top racks, canoes, kayaks, tents, canopies, and other equipment.
- Reads and interprets equipment manuals, instructions, and work plans to perform services.
- Ensures manufacturer's recommended maintenance schedules are followed.
- Inspects and cleans equipment associated with power boats, recreational vehicles, travel and other trailer assemblies (e.g., propane, plumbing, water heaters and tanks, heating systems, holding tanks, bathroom fixtures, refrigerators, pumps, axle assemblies, bearings, brakes, electrical systems and other equipment components).
- Keeps all tools and measuring devices organized and in good repair.
- Keeps work areas clean and organized.
- Disposes of unserviceable equipment through proper channels.
- Participates in educational opportunities and reads technical publications to update job knowledge.
- Ensures internal controls are followed to protect minor property, fixed assets, supplies, and records. Accountable for inventory within area of responsibility; routinely maintains rental, facility, program, and shop equipment; parts and supplies; and follows established receiving procedures.
- Enters data into a computerized system to maintain inventory and maintenance and repair records.
- Ensures data entries and tasks are completed accurately and on time.
- Meets Safety Data System standards and keeps them up to date, ensures equipment, workshop and facility comply with environmental and safety standards.
- Mitigates costs by using warranties, evaluating services and products, and researching options for services, parts, and supplies.
- Provides safety training for hazardous materials, machines, equipment, tools, and how to use personal protective equipment.
- Teaches co-workers and customers how to clean and maintain equipment, hook up trailers, inspect and check equipment in and out, adjust and set up a variety of equipment for customer use.
- Uses technical manuals, catalogs, and consults with vendors and manufacturers to research and order equipment, parts, tools and materials necessary for equipment maintenance and repair.
- Provides budget input by advising supervisor of equipment, maintenance, and repair shop needs.

**III. CONTROL OVER POSITION**

Must have excellent problem solving and decision making skills, ability to perform work with minimal or no supervision or assistance and give attention to detail and work quality. Employee plans and independently carries out recurring tasks and assignments in accordance with standards, instructions, policies, and accepted

practices. Supervisor establishes goals and objectives and is kept apprised of work status and unusual situations or problems, which may have impact on services offered. Supervisor reviews and evaluates work results for overall accomplishment, quality, care of equipment, success and compliance with policies, adherence to deadlines, fulfillment of project requirements, and program effectiveness.

#### **IV. SKILL AND KNOWLEDGE**

Knowledge gained through pertinent job experience enabling the incumbent to fully initiate, oversee and carry out equipment preventative maintenance and repair for program delivery. Requires either vocational training and certification in related areas and two years of practical on the job experience in equipment assembly, installation, and repair, **OR** three years of job related practical experience which includes at least one year of outdoor recreation equipment repair.

- Knowledge of makeup, operation, and installation of mechanical systems and assemblies to inspect, troubleshoot and repair small engines and equipment such as gasoline and electric motors, and trailer components such as axle assemblies, brakes, electrical systems, and plumbing.
- Ability to troubleshoot and replace or repair a wide variety of equipment by interpreting and applying manufacturer's repair manuals and technical specifications, schematics, and safety manuals to repair equipment.
- Skilled with hand tools, power tools, measuring instruments, and electronic test equipment.
- Knowledge, skill, and ability to supervise and train employees in several areas of maintenance, repair procedures, and work place safety.
- Ability to follow directions.
- Skilled in the use of a computer.
- Skill in the use of Microsoft Office Programs (e.g., Word, Excel, Power Point, Outlook).
- Ability to develop and effectively deliver presentations and/or training.
- Ability to communicate effectively both orally and in writing.

#### **V. PHYSICAL EFFORTS**

Work is often strenuous and performed in tiring, awkward, uncomfortable, and prolonged positions. Frequent standing, bending, stooping, and crawling is required. Must have the ability to lift supplies or equipment weighing up to 70 pounds without assistance. Exerts physical effort in controlling and carrying equipment.

#### **VI. WORKING CONDITIONS**

Work is performed outside in all types of weather, as well as inside of buildings. Incumbent is frequently exposed to drafts, noise, dirt, fumes, dust, grease and fluids that may cause irritation and possible electric shock, scrapes, burns, and cuts. Incumbent must wear personal protective equipment when required.

#### **VII. OTHER REQUIREMENTS**

Must be able to work varied work schedules to include split days off, evenings, weekends, and holidays.

Subject to recall.

Must have or be able to obtain and maintain a valid state driver's license.

Must have or be able to obtain and maintain the following certifications within ninety (90) days of hire:

- Cardiopulmonary Resuscitation (CPR) Certification
- Automated External Defibrillator (AED) Certification
- First Aid Certification