

BUILDING MAINTENANCE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: This class involves a variety of building maintenance and repair tasks of a skilled nature. Although employees in this class, by reason of personal training and experience, generally devote most of their time to work of a single specialized field, they are required to work along various mechanical lines as the occasion demands. In this respect the class differs from such classes as Painter, Carpenter, Plumber, etc. which limit incumbents to a single trade. The duties of this class differ from Building Maintenance Worker by reason of the more skilled nature of the work involved. Incumbents perform their duties with some latitude for independent planning or laying out of the working details. In those cases where supervisory responsibilities are involved, the Building Maintenance Mechanic supervises a number of workers who perform maintenance and repair jobs of a semi-skilled nature. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises or performs repairs to plumbing, steam lines, electric wiring and equipment, furniture, doors and windows, hardware, air conditioning and varied mechanical equipment and machinery;
- Installs shelving, storage cabinets and new hardware;
- Does skilled painting work and operates a variety of equipment in repair and maintenance work;
- Oversees and takes part in ordinary building cleaning operations;
- Oversees the operation of a central heating system;
- Makes inspections of property to ascertain repair needs including preventive maintenance activities;
- Estimates material required for repairs;
- Keeps daily time and material records and picks up parts and supplies;
- Supervises and participates in snow removal and general grounds maintenance program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, processes, materials and tools of the principal trade in which the experience has been gained; good knowledge of one or more additional trades; good knowledge of modern buildings and grounds maintenance and repair practices; familiarity with the operation and maintenance of heating systems; ability to plan and supervise the work of others; ability to understand oral and written directions; mechanical aptitude; dependability; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Either (A) One year of experience on the journey level in one of the recognized skilled trades;

OR (B) Four years of experience in either general building construction or maintenance work in one or more of the standard trades, such as carpentry, plumbing, electrical;

OR (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).