

POSITION CLASS TITLE: MAINTENANCE MECHANIC I

JURISDICTIONAL CLASS: Non-competitive

CIVIL DIVISION: All

AUTHORIZATION: Personnel Officer/July 1975
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POSITION CLASS DEFINITION:

Essential nature of work, degrees of difficulty and responsibility.

Performs skilled building repair and maintenance work or supervises a number of semi-skilled workers in a buildings and grounds maintenance and repair program; does related work as required.

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. Incumbents perform their duties with some latitude for independent planning or carrying out of the working details. In those cases where supervisory responsibilities are involved, the Maintenance Mechanic acts as foreman over a number of workers who perform maintenance and repair jobs of a semi-skilled nature.

PRIMARY WORK ACTIVITIES:

Typical activities characteristic of the class.

- Supervises or performs repairs to plumbing, steam lines, electric wiring and equipment, furniture, doors and windows, hardware and varied mechanical equipment and machinery;
- Installs shelving, storage cabinets and new hardware;
- Does skilled painting 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;
- Estimates material required for repairs;
- Keeps daily time and material records;
- Supervises and participates in a general grounds maintenance program.

MAINTENANCE MECHANIC I (2040)

KNOWLEDGE, SKILLS AND ABILITIES:

Summary of full performance level characteristics.

THOROUGH KNOWLEDGE OF: the practices, processes, materials and tools of the principal trade in which the experience has been gained;

GOOD KNOWLEDGE OF: modern buildings and grounds maintenance and repair practices; familiarity with the operation and maintenance of heating systems;

ABILITY TO: understand oral and written directions; mechanical aptitude; dependability; thoroughness ; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Education, specialized background, training and experience.

- A. One year of experience as a journeyman in one of the recognized skilled trades; **OR**
- B. Three 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. Any equivalent combination of training and experience as outlined in (A) or (B) above.

REQUIRED CERTIFICATION/LICENSE:

Established by statute, rule or regulation.