

BUILDING MAINTENANCE MECHANIC

GENERAL STATEMENT OF DUTIES: Performs skilled building repair and maintenance work (or) supervises a number of semi-skilled workers in a buildings and grounds maintenance repair program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The class involves a variety of building maintenance and repair tasks of 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 ect. which limit incumbents to a single trade. The duties of this class differ from Building Maintenance Man by reason of the more skilled nature of the work involved. Incumbents perform their duties with some latitude for independent planning or lying out of the working details. In those cases where supervisory responsibilities are involved the Building Maintenance Mechanic acts as foreman over a number of workers who perform maintenance and repair jobs of a semi-skilled nature.

EXAMPLES OF WORK: (Illustrative Only)

Supervises or performs repairs to plumbing, steam lines, electric wiring and equipment, furniture, doors, 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 and 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.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES: 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; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Either:

- (A) One (1) year of experience as a journeyman in one of the recognized skilled trades **or**

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2.

- (B) four (4) years of experience in either general building construction or building trades work in one or more of the standard trades, such as carpentry, plumbing or electrical.

ADOPTED: April 14, 1976
CSC Mtg.

REVIEWED: August 9, 2007
CSC Mtg.

Classification: Non-Competitive