

CLASSIFICATION SPECIFICATION

Facilities Maintenance Mechanic I

FT/PT Class Code: 7042, 7542 Pay Grade: B/C 10 FLSA: Non-Exempt Est. 09/11/13

SUMMARY STATEMENT: Under general direction, an incumbent performs building maintenance and repair work to include a variety of areas such as heating, ventilation and air conditioning (HVAC); carpentry; plumbing, electrical, etc.

NATURE AND SCOPE:

The incumbent reports to a technical or administrative supervisor and is responsible for carrying out assignments of a diverse and complex nature. A class incumbent is involved in maintaining schedules in areas such as fixtures, appurtenances, water treatment and sewage systems, electrical systems, HVAC, heavy duty structural and mechanical equipment repair, and/or renovation or restoration of buildings. Concurrently, an incumbent may design layouts, read and revise blueprints or sketches/plans, renovate structures, furniture and equipment to meet specific needs, and recommends referral of jobs beyond capacity limits to Facilities Maintenance Mechanic II's or to private contractors.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Identifies and corrects building and equipment problems by performing carpentry, electrical, plumbing, painting, and/or HVAC work to maintain buildings and equipment in safe condition and prevent failures that would cause reduction in service using hand, power and specialty tools. Adjusts and calibrates thermostats, HVAC controls and building energy management systems to maintain a comfortable temperature for employees and proper equipment operation.
2. Repairs, modifies, constructs, fabricates, installs and maintains building structures and equipment, (e.g. roofs, floors, walls, ceilings, foundations, generators, HVAC equipment, compressors, etc.) to provide safe conditions for employees using various hand and power tools (e.g. roto rooter, snakes, welders, oxygen/acetylene torches, volt/ohm meters, ladders, etc.).
3. Replaces or updates inoperable building systems (e.g. motors, belts, pumps, window glass, sinks, doors, smoke alarms, cabinets, shelves, tile, light fixtures, filter systems, patios, etc.) to provide a safe, comfortable working environment for employees and a safe, comfortable educational environment for students. Uses various tools and materials (e.g. welding equipment, ladders, power saws, hammers, drills, etc.).
4. Inspects facilities equipment (e.g. generators, compressors, etc.); systems (e.g. electrical, plumbing, power sources, etc.); and work of vendors to determine condition of facilities, safe operation of equipment, quality and safety of work, and scheduled maintenance using hand, power, and specialty tools.
5. Repairs, replaces or installs plumbing systems and components (e.g. water, sewer and drain lines, valves, faucets, etc.) in buildings and structures by using appropriate materials and tools (e.g. various types of piping, fittings, valves, tanks, pipe wrenches, cutters, adhesives, etc.).

PRINCIPAL ACCOUNTABILITIES, cont'd:

6. Orders and stocks building supplies, materials and parts (e.g. evaporative motors, belts, hardware, paints, cooler pumps, bearings, fans, tools, plumbing parts, etc.) to replace materials consumed and assure their availability for assigned projects, scheduled maintenance, and emergency responses by contacting state vendors.
7. Communicates orally and in writing to notify supervisor of conditions of buildings and equipment and scheduling dates for repairs using a computer and telephone.
8. Removes, relocates, repairs, installs and tests electrical equipment (e.g. switches, wiring, receptacle lights, circuits, etc.) to maintain electrical power in buildings and structures, detect shorts and defective connections, and restores operation of non-functioning equipment using various hand, power and specialty tools, computers, blueprints and materials.
9. Recommends building modifications to improve or alter existing facilities by inspecting and evaluating conditions, recommending appropriate changes and providing the supervisor with a report of alternatives to meet standards and building codes.
10. Removes drain blockages to restroom/kitchen facilities to restore the flow and drainage of waste water and products using appropriate tools and materials (e.g. hand, electrical and sewer snakes, plunger, caustic chemicals and acids, etc.).
11. Installs, repairs and maintains wood and metal windows, doors, locks and closures using various hand, power and specialty tools to ensure proper operation and security of the facilities. Responds to emergency calls when needed for assigned work area to perform emergency building or equipment repairs.
12. Hangs, patches, textures and paints sheetrock and drywall to cover, repair or create various finishes on framed, existing, or damaged walls using various hand, power, and specialty tools and materials (e.g. texture gun, taping knife, joint compound, tar, levels, etc.). Paints various structures and equipment if needed.
13. Analyzes electrical circuits, wiring diagrams and drawings, and installs, repairs, calibrates, services or replaces electrical devices and systems, and power generation devices to prevent overload using an amp probe, recording meter, etc. Installs conduits and wires to provide power for employees.
14. Installs vinyl composite and ceramic tile to construct, repair or replace floor or wall surfaces using various tools and materials (e.g. grout, trowel, level, chalk line, tile, cutter, square float, etc.). Replaces and repairs ceiling tiles and ceiling grid systems to correct damaged, stained or broken tiles using hand tools and saws.
15. Erects indoor modular power and telecommunication poles to provide power to employee work stations.
16. Installs signage on buildings and fences to identify buildings and direct traffic.
17. Assembles, repairs, and modifies office furniture using appropriate carpentry techniques and tools and materials (e.g. wood stains, various types of filling, studs, frames, etc.) to meet standards and building codes.

PRINCIPAL ACCOUNTABILITIES, cont'd:

18. Remains current on job specific expertise through various sources (e.g. trade publications and shows, vendor communication, etc.) to keep abreast of the latest technological developments and products to improve equipment reliability.
19. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of the methods and techniques used in the maintenance and repair of heating and cooling equipment.
- ◇ Knowledge of local/state/federal heating, ventilation and air-conditioning (HVAC) codes and plumbing codes to perform installation, maintenance, and repair work which will meet code requirements.
- ◇ Knowledge of the basic methods and techniques used in the traditional building and/or mechanical trades.
- ◇ Knowledge of the safe and efficient use of tools commonly used in building and/or mechanical trades.
- ◇ Knowledge of the proper use and hazards of chemical materials (e.g. paints, wood primers, roof coatings, caustic acids, etc.).
- ◇ Knowledge of Occupational Safety and Health Administration (OSHA) guidelines regarding safety practices.
- ◇ Skill in the monitoring and adjustment of heating and cooling systems and in accurately reading and interpreting blueprints, sketches, and schematics as they relate to buildings and utilities services systems.
- ◇ Skill in inspecting and determining repairs and replacements of materials and equipment.
- ◇ Skill in operating heavy equipment (e.g. backhoe, trencher, forklift).
- ◇ Ability to determine the cause of equipment malfunction, and the appropriate course of corrective action to take.
- ◇ Ability to understand and follow oral and written instructions.
- ◇ Ability to maintain simple records of work performed.
- ◇ Ability to follow up and complete work orders.

MINIMUM QUALIFICATIONS:

- ◇ Associate's degree in a relevant field and four (4) years of relevant experience; or other equivalent combination of education and experience.
- ◇ Must possess and maintain a valid motor vehicle operator's license.