

MAINTENANCE MECHANIC 1-2

CLASS DESCRIPTION

General Responsibilities:

This is semi-skilled, skilled, or master-level work in the installation, repair, and/or maintenance of mechanical systems, machinery, equipment, and buildings and grounds at various city facilities. Employees in this classification may perform general maintenance work or specialized work as plumbers, electricians, or heating contractors. The work is characterized by the independent nature of the tasks performed and may involve overseeing the work of lower-level staff.

Movement from a Maintenance Mechanic 1 to a Maintenance Mechanic 2 is not automatic. Rather, a Maintenance Mechanic 2 is filled via competition and is based on the needs of the department as well as the qualifications of the candidates.

Maintenance Mechanic 1

Employees in this classification perform responsible semi-skilled or skilled work in the repair and maintenance of mechanical systems, machinery, vehicles, equipment, and buildings and grounds at various City facilities. The work involves using initiative and judgment in identifying the nature of maintenance problems and completing necessary maintenance and repair tasks in a wide variety of areas. Incumbents may be expected to oversee the work of lower-level permanent and hourly employees. Employees work under limited supervision, assignments are received from a supervisor who is available for information and assistance, and work is reviewed through in-progress checks and for overall results.

Maintenance Mechanic 2

Employees in this classification perform highly skilled or master level work in the installation, repair, and maintenance of mechanical systems, machinery, vehicles, equipment, and buildings and grounds at various City facilities. Incumbents may be licensed master plumbers, serviceman heating contractors, or master electricians restricted. The work is independently performed and involves using initiative and judgment in identifying the nature of maintenance problems, completing necessary maintenance and repair tasks in a wide variety of areas, and in developing work methods and procedures. Incumbents will be expected to have contact with outside vendors and/or contractors in completing assigned tasks. Work is characterized by the exercise of independent judgment and discretion in laying out work and in directing lower level employees. Work is performed in accordance with general instructions and procedures and reviewed for overall results.

Examples of Duties and Responsibilities:

Maintenance Mechanic 1

Perform required repair and maintenance on:

- HVAC equipment including boilers, air handling units, air compressors, thermostats and controls, electric motors, filters, drive belts
- Mechanical equipment including generators, snow blowers, mowers, chain saws, salt/sand spreaders, plows, vacuum cleaners, water extractors, scrubbing machines, door lock sets, pivots, hinges and closures, overhead doors, and other miscellaneous mechanical tools
- Electrical equipment including motors, switches, time clocks, light relays, clock system, security and fire equipment, light tubes and fixtures, miscellaneous controls and fan motors
- Plumbing system including drinking fountains, toilets, sinks, drains and pipes, water circulating pumps and water flow controls
- Building and Grounds including snow and ice removal, mowing, rolling, trimming, fertilizing, pruning, and graffiti removal
- Equipment and Vehicles including review repair work requests, prioritize work, schedule service, coordinate preventative maintenance and repair work with Fleet Services and vendors, and track status of work, replace hydraulic hoses, install, reverse, and repair rods on rodder equipment, operate and maintain specialized service equipment such as grease guns, air hose, floor jacks, battery chargers, pumps, steamers, etc.
- Miscellaneous other systems and equipment, including gas and electric welding, painting, floor maintenance, wall patching, windows, installing signs, shelving, caulking and cement repair

Perform required repair and maintenance on other equipment not specifically listed above.

Fabricate parts such as brackets, clamps, storm and sanitary accessories. Perform welding, torch work, and carpentry as required.

Respond to emergency situations involving equipment and facilities such as alarm systems, boiler, theft, vandalism, and storm damage.

Supervise the preventative maintenance recordkeeping, including equipment files, maintenance and repair manuals, and parts catalogs. Assist in accounting relating to budgetary data. Assist in developing short and long-term goals for the maintenance section which includes projecting equipment replacement/repair before operational problems develop. Assist in developing bid specifications for maintenance equipment or projects.

Identify and obtain replacement parts for equipment. Maintain adequate inventory of commonly used parts, materials, and supplies. Assist managers in the maintenance of computerized inventory. Recommend purchasing of maintenance parts, equipment, and other items.

Work with computerized security access system. Issue access cards and maintain records. Make and issue keys and update key logs.

Serve as leadworker over lower-level staff. Train assigned staff in the performance of work, including the use of new methods and materials. Assign tasks to maintenance staff and monitor their work through direct observation and periodic inspection. Advise and correct maintenance staff in the proper performance of tasks, reporting work problems and

deficiencies to a supervisor for appropriate action. Adjust work schedules and assignments in response to customer needs, overall priorities, and/or emergency or short-notice situations.

Perform other related work as required.

Maintenance Mechanic 2

Maintain, service, and oversee plumbing repairs to City buildings, facilities, irrigation systems, pumping stations, cross-connections, fountains, wells, rest rooms, chilling ponds, snow making equipment, hydrants, water softeners, filters, backflow preventers, swimming pool, splash pad, and various other water, septic, and sewer systems. Make repairs to copper, galvanized, ABS, PVC, black iron, and cast iron pipes. Use snakes and other drain cleaning equipment to clear drains 1-8" in size. Perform plumbing inspections relative to new construction, service change orders, and building alterations and/or additions. Perform plumbing plan reviews. Review specifications for compliance with established standards and address concerns. Oversee and participate in the winterization and spring charge up of appropriate plumbing systems in City facilities.

Maintain and repair gas and electric motors, hot water closed loop systems and chiller package, electrical and plumbing fixtures, high voltage lighting systems, compressors, welding equipment, deep-well and auxiliary pumps, backflow preventers, ice machines, commercial kitchen appliances, irrigation systems, chlorinators, fluoridators, furnaces, boilers, a variety of heating and cooling systems, meters, refrigeration, water softening equipment and other mechanical structures and equipment. Charge refrigeration systems and recover refrigerants, repair evaporator coils, condensers and compressors. Inspect and repair irrigation systems, including plumbing electrical, electronic and excavation tasks.

Install or replace electrical and electronic control components on boilers, forced air furnaces, HVAC and refrigeration systems. Troubleshoot, repair, or replace water heaters, boilers, burner assemblies, ignition modules, vent dampers, pilot assemblies, thermocouples, thermopiles, gas valves, flame rods and pressure switches. Install new and/or troubleshoot and repair indoor/outdoor reset controllers, computerized heating controls, thermostats, and mechanical, electrical and electronic safety devices.

Perform major repairs to landscaping and maintenance equipment, including commercial tractors (with mower decks, snow brooms, snow throwers, and leaf vacuums), mowers, snow throwers, string trimmers, chain saws, salter sanders and snow plows.

Manage security and fire systems. Test fire system and water pressures on a weekly, monthly, quarterly and yearly basis. Maintain accurate records/reports and provide continuing education to staff on both fire and security systems.

Develop comprehensive maintenance schedules and plan for their implementation.

Consult with design engineers and participate in designing and developing specifications for construction projects. Maintain related plans, drawings, and specifications. Update as-built drawings from contractors to be integrated into City computer systems for utilities locations and associated schematics. Assist vendors in the installation of equipment.

Design and construct specialized mechanical equipment and fabricated parts, involving welding and metalwork techniques. Perform welding, torch work and carpentry as required.

Requisition materials, parts and supplies. Develop and maintain inventory of appropriate parts.

Serve as leadworker over lower-level staff. Train assigned staff in the performance of work, including the use of new methods and materials. Assign tasks to maintenance staff and monitor their work through direct observation and periodic inspection. Advise and correct maintenance staff in the proper performance of tasks, reporting work problems and deficiencies to a supervisor for appropriate action. Adjust work schedules and assignments in response to customer needs, overall priorities and/or emergency or short-notice situations.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:*

Maintenance Mechanic 1

Working knowledge of methods and practices of building maintenance and repair, including tools, equipment, supplies and materials. Working knowledge of construction and operation of heating, ventilation, air conditioning, plumbing, steam and electrical systems. Working knowledge of occupational hazards and safety precautions. Skill in the use of standard tools used in building maintenance and mechanical repair work. Ability to weld and fabricate as needed. Ability to perform a wide variety of semi-skilled and skilled maintenance and repair tasks, including those which involve carpentry, electrical and other equipment. Ability to check equipment for mechanical defects. Ability to read manuals and perform repairs based on the information in the manuals. Ability to plan work, design simple projects, oversee unskilled helpers, keep records, and prepare simple reports. Ability to use computers to record data and prepare reports. Ability to develop maintenance standards and schedule equipment for servicing. Ability to follow written and oral instructions. Ability to communicate effectively, both orally and in writing. Ability to work alone or with a team and interact effectively with members of the public. Ability to perform common custodial work, including snow removal and grounds keeping. Ability to maintain adequate attendance.

Maintenance Mechanic 2

All the knowledge, skills and abilities relative to a Maintenance Mechanic 1, and:

Thorough knowledge of mechanical, electrical and maintenance repair work. Thorough knowledge of construction and operation of mechanical equipment. Thorough knowledge of occupational hazards and safety precautions. Ability to work with City staff and contractors to design and monitor complex projects. Ability to interpret and work from blueprints.

*Specific knowledge, skills and abilities may be added depending on the needs of various positions.

Training and Experience:

Generally, positions in this classification will require:

Maintenance Mechanic 1

Three years of experience in semi-skilled or skilled building and mechanical repair work, including at least 6 months of formal trade work. Such experience would normally be obtained after graduation from high school or equivalent, supplemented by directly related training in applicable electrical, welding, plumbing, and/or carpentry skills. Other combinations of training and/or experience, which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position, will also be considered.

Maintenance Mechanic 2

Three years of experience in skilled building and mechanical repair work, or as a journeyman in a related trade. Such experience would normally be obtained after graduation from high school or equivalent, supplemented by directly related training in applicable electrical, welding, plumbing, and/or carpentry skills. Other combinations of training and/or experience, which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position, will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Special Requirements:

Maintenance Mechanic 1 and 2

Specific positions may require possession of a Commercial Driver's License. Job announcements will outline the specific requirement for individual positions. For those positions which require a CDL, the successful candidate must have passed the written portion of the relevant Department of Transportation testing process before starting employment. A condition of continued employment is passage of the skills portion of the test and obtaining the required operator's license within a specified timeframe.

Maintenance Mechanic 2

To be determined on a position-by-position basis, depending on the duties assigned, incumbents may be required to hold a master plumber certification, journeyman electrician certification, serviceman heating contractor license, or other certification. Specific requirements will be listed on a job announcement.

Physical Requirements:

All Positions

Employees in this position may be expected to lift up to 75 pounds on a regular basis. Employees must be able to engage in strenuous physical labor, bend, twist, climb ladders,

etc., and may be expected to work in inclement weather conditions. In addition, employees may be expected to respond to emergencies outside of regular work hours.

Maintenance Mechanic 2

Employees may be required to perform confined entry work.

Department/Division	Classification	Comp. Group	Range
City-Wide	Maintenance Mechanic 1	15/16	08/13
City-Wide	Maintenance Mechanic 2	15/16	09/15

Approved: _____
Brad Wirtz
Human Resources Director

Date