

## CITY OF MADISON POSITION DESCRIPTION

CITY OF MADISON  
HUMAN RESOURCES

2016 MAY 13 AM 11:50

1. Name of Employee (or "vacant"):  
Gary Thompson  
Work Phone: 608-246-4558
2. Class Title (i.e. payroll title):  
Maintenance Mechanic 2
3. Working Title (if any):  
Housing Maintenance Mechanic 2
4. Name & Class of First-Line Supervisor:  
June Garvin, 18  
Work Phone: 608-246-4558
5. Department, Division & Section:  
Community Development Authority, Housing Operations
6. Work Address:  
3538 Straubel St., Ste. 101, Madison WI 53704
7. Hours/Week: 40  
Start time: 7:00 End time: 3:30
8. Date of hire in this position:  
ASAP
9. From approximately what date has employee performed the work currently assigned:  
1.2013

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10. Position Summary: 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 of Madison Low Income Housing 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.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

07-11 MA 09 YAM 103 70% A. Maintain, service, and oversee repairs to City buildings, facilities, and grounds.

1. Maintain and repair plumbing systems; cross-connections, restrooms, water softeners, water heaters, filters, backflow preventers, 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.
2. 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, flouridators, 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.
3. Install and 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 controller, computerized heating controls, thermostats, and mechanical, electrical and electronic safety devices.
4. 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, salters, sanders and snow plows.
5. 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.
6. Ensure that emergency electricity generators are properly maintained and tested as required. Perform minor tune-ups, replacement of lubricant, filter, coolant, and other components as necessary. Ensure that automatic and semi-automatic door operators, intercom and occupant emergency systems, trash compactors, air conditioners, make-up air units, air compressors and timers are properly maintained.
7. Minor inspection and repair of building elevators and supporting systems as assigned. Minor inspection and repair of building security systems as assigned

20% B. Recordkeeping and Organization

1. Maintain inventories of parts and equipment.
2. Develop, maintain and monitor preventative maintenance records, write related reports.
3. Maintain accurate records and logs of system checks.
4. Maintain workshops and storage areas in an organized, clean and safe manner.
5. Operate, care for and schedule maintenance for an assigned vehicle.

10% C. Leadership Responsibilities

1. Provide training to other employees on proper use, care and maintenance of items for which the Maintenance Mechanic II has overall responsibility for.
2. Serve as troubleshooter to assist other maintenance employees, when requested, to identify problems and solutions for items which are not normally the Mechanic's responsibility.
3. 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. Perform carpentry as required.

4. 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 assignment in response to customer needs, overall priorities and/or emergency or short-notice situations.
5. Perform related work as required.

12. Primary knowledge, skills and abilities required:

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 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. 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. Ability to follow oral and written instructions. Ability to communicate effectively 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.

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13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

Ability to lift up to 75 lbs 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 are on standby for emergencies outside of regular work hours on a rotating basis.

16. Supervision received (level and type):

Direct

17. Leadership Responsibilities:

- This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

*Jane Garvin*  
SUPERVISOR

4.11.16  
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.