

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Peter Hertel

Work Phone:

2. Class Title (i.e. payroll title):

Maintenance Mechanic 1

3. Working Title (if any):

Facilities Maintenance Mechanic 1

4. Name & Class of First-Line Supervisor:

Kay Schindel, P.E. – Engineer 4

Work Phone: 266-4819

5. Department, Division & Section:

Public Works, Engineering – Operations

6. Work Address:

1600 Emil St

7. Hours/Week: 40

Start time: 7:30 AM

End time: 3:30 PM

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

10. Position Summary:

This is skilled work in the installation, repair, and/or maintenance of mechanical systems, machinery, equipment, and buildings and grounds at city facilities maintained by the Engineering Division. 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. 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.

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

- 70% 1. Assume responsibility for city facilities within an assigned territory to ensure its reliability and peak operating efficiency.
- A. Perform scheduled preventive maintenance to a wide range of building systems.
 - B. Per established schedules perform required preventive maintenance and inspection to a wide range of equipment including, but not limited to:
 - HVAC - furnaces, boilers, air handlers, evaporators, condensers, fans, etc.
 - Electrical - equipment rooms and enclosures, etc.
 - General – door and window hardware, roofing systems, building envelope, etc.
 - C. Ensure that preventive maintenance activities are completed as scheduled.
 - D. Function as a leadworker and direct other facilities maintenance employees as may be assigned in the performance of required work.
 - E. Record all routine maintenance activities and the results of routine testing for trending purposes.
 - F. Identify any potential issues that may adversely affect the reliability and/or operating efficiency of equipment and perform required repairs.
 - G. Lead and participate as project team member during system upgrades, replacements and construction activities performed by in-house staff,
 - H. Participate in design development and plan review process. Perform quality assurance inspections of work performed by outside contractors. Document deficiencies and report findings.
2. Respond to customer service call requests, including after-hours emergencies. *- Fire dept, Police, District, - do camera sewer laterals work at plumber*
- A. Respond to a wide range of service call requests in assigned territory during regular business hours and to after-hour service calls at all City facilities during on-call shifts. Types of calls vary from plugged toilet/sink, no heat or air conditioning, to power outage, leaks, etc.
 - B. Perform troubleshooting to identify source of problem.
 - C. Determine appropriate measures to remedy problem.
 - D. Take necessary action to remedy problem.
 - E. Communicate findings, resolution and any follow-up action required to supervisor and customer.
3. Perform system upgrades, replacements, and new installations.
- A. Interpret building plans to assess material and equipment needs.
 - B. Determine the material, methods, and tools involved in the construction or repair of varied systems and fixtures in a wide variety of municipal facilities.
 - C. Develop plans and estimates for the design, installation, and maintenance of projects; includes determining time, equipment, and human and material resources needed to complete the work.
 - D. Obtain proper permits as required by law to carry out work.
 - E. Pick up materials for jobs from retailers and other off-site locations, as necessary.
 - F. Determine what modifications in plans will be necessary when problems arise while completing a project.
 - G. Schedule required inspections.
 - H. Update all applicable drawings and maintenance schedules to reflect any changes made to existing systems.
 - I. Ensure that spare parts inventories are updated for any new equipment added based on the manufacturer's recommendations.
4. Participate in the development, implementation, maintenance and enhancement of systems to increase organizational efficiency.
- A. Assist in maintaining computerized asset inventory to ensure that it is complete, accurate and up-to-date.

- B. Assume lead responsibility for collecting required maintenance task and interval requirements for assigned facilities. Review collected data with EOM and make recommendations for preventive maintenance plan to be adopted for such assets by City Facilities.
- C. Assist in identifying appropriate re-order levels for parts, materials and supplies inventory.
- D. Recommend improvements and enhancements to existing systems.

5. Other

- A. Clean and maintain assigned tools, and perform routine maintenance on special equipment used in the work.
- B. Assist other skilled trade workers on projects as needed.
- C. Participate in rotating on-call rotation to respond to after-hours service calls.
- D. Perform other related work as required.
- E. Perform other 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 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.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Valid Wisconsin Driver's License.
EPA Section 608 Technician Universal Certification

15. Physical requirements:

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.

16. Supervision received (level and type):

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).

SUPERVISOR

DATE

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