

MAINTENANCE MECHANIC

DEFINITION

To repair and maintain a wide variety of HVAC, plumbing, electrical, and motorized equipment; and to inspect and ensure preventative maintenance work is completed properly.

DISTINGUISHING CHARACTERISTICS

Incumbents are expected to perform journey level repair and maintenance duties in a variety of trades. Outside contract help is called only when licensed electricians or plumbers are required, or when staff lacks time or equipment to handle the job.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Building and Grounds Manager. May receive technical or functional supervision from the Lead Maintenance Mechanic.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Inspect, test, maintain and repair air conditioning units, low pressure boilers, hot air furnaces and heat pumps, including the thermostatic controls, regulators, valves, switches and motors.

Maintain a lubrication schedule on moving parts.

Replace filters, repair or replace units; make necessary adjustments, including calibrating and balancing thermostatic controls.

Inspect and repair plumbing systems, including fixtures, valves and drains.

Respond to calls on breakdowns in electrical systems; diagnose trouble and either make necessary repairs or, if major, notify supervisor to call licensed electrician.

Make scheduled inspections of refrigerators and freezers; perform necessary lubrication, cleaning, minor adjustments and repair.

Inspect, maintain, and repair fire alarm system, master clock system, automatic irrigation controls and swimming pool circulating and filter equipment.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Proper operation of, and the tools, equipment and procedures used in the maintenance and repair of air conditioning, heating, refrigeration, ventilating, plumbing and other mechanical equipment.

(Over)

Knowledge of: (Continued)

Basic principles of electrical system design.
Use and maintenance of a variety of power and hand tools.

Skill to:

Inspect, maintain, and repair electrical, plumbing, air conditioning, heating, refrigeration, ventilating and other mechanical equipment.

Perform mechanical maintenance and repair on motors and pumps.

Establish and maintain cooperative work relationships with those contacted in the course of work.

Work effectively without immediate supervision.

Understand and carry out oral and written instructions.

Read and interpret blueprints and schematics.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Three years of experience in performing skilled repair and maintenance work on air conditioning, heating, refrigeration, and ventilating equipment.

Training:

Completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance, supplemented by courses in work related subjects.

License:

Possession of, or ability to obtain, an appropriate, valid California driver's license.