



MAINTENANCE MECHANIC

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Service/Maintenance	PEU Local 1	65	07/01/2017	Classified	1 of 2

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

Maintenance Mechanic – Positions in this classification are task focused and require general understanding of a wide variety of heating, ventilation, air conditioning (HVAC), plumbing, electrical and motorized equipment.

Maintenance Mechanic, Lead - Positions in this classification act as a lead and provide direction to assigned staff in general maintenance. Has skilled knowledge of a wide variety of heating, ventilation, air conditioning (HVAC), plumbing, electrical and motorized equipment and provides guidance and instruction on techniques, methods and procedures for accomplishing assigned tasks and solving problems.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

EXAMPLES OF DUTIES

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

- Inspects, tests, maintains and repairs air conditioning units, low pressure boilers, hot air furnaces and heat pumps, including the thermostatic controls, regulators, valves, switches and motors.
- Maintains a lubrication schedule on moving parts.
- Replaces and adjusts thermostats; changes filters and belts.
- Maintains, programs and schedules the operation of exterior lights.
- Inspects and repairs plumbing systems, including fixtures, valves and drains.
- Responds to calls on breakdowns in electrical systems; diagnoses trouble and either makes necessary repairs or, if major, notifies supervisor to call licensed electrician.
- Makes scheduled inspections of refrigerators and freezers; performs necessary lubrication, cleaning, minor adjustments and repair.
- Inspects, maintains, and repairs fire alarm system, master clock system, automatic irrigation controls and swimming pool circulating and filter equipment.
- Performs related duties as assigned.



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MINIMUM QUALIFICATIONS

Knowledge of:

- Tools, equipment and procedures used in the maintenance and repair of air conditioning, heating, refrigeration, ventilating, plumbing and mechanical equipment.
- Operation of Direct Digital Control systems (DDC), (e.g. Andover).
- Basic principles of electrical system design.
- Use and maintenance of a variety of power and hand tools.
- Modern software applications (Microsoft Office Suite, etc.).
- Safe work practices.

Skill/Ability 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.
- Work effectively without immediate supervision.
- Understand and carry out oral and written instructions.
- Read and interpret blueprints and schematics.
- Use and maintenance of a variety of hand tools.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Perform heavy physical labor, including lifting and moving items weighing up to 50 pounds.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Three (3) years of experience in performing skilled repair and maintenance work on air conditioning, heating, refrigeration, electrical and ventilating equipment.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or the equivalent.
- Possession of, or ability to obtain, an appropriate, valid California driver’s license.
- Possession of, or ability to obtain, an appropriate, valid refrigerant handling certificate.

Adopted: 07/01/17