



Senior Building Maintenance Mechanic

Class Specification

Revised 9/23

Class ID: 762

Unit: NAME

Probation: 6 Months

FLSA: Non-Exempt

DEFINITION

Under direction, organizes, assigns, and leads the work of assigned building maintenance personnel; performs and participates in the more difficult and complex maintenance and repair tasks related to the care and upkeep of public buildings and related facilities and equipment in the areas of carpentry, painting, locksmithing, plumbing, electrical, heating, ventilation, and air conditioning (HVAC), parts and tools maintenance and inventory; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Maintenance Supervisor or designee. Exercises no direct supervision over staff. Provides technical and functional lead direction to lower-level staff building maintenance staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Building Mechanic series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Exercise technical and functional lead direction over assigned building maintenance staff; organize, schedule, assign, and lead the work of an assigned crew; provide input on performance evaluations; and provide advice and assistance to lower-level building maintenance staff.

Review the work of an assigned crew engaged in building maintenance activities, including construction, repair, or reconstruction of a variety of City buildings and related facilities and installation, and/or repair of mechanical systems; coordinate with other departments, divisions, and agencies related to the work assigned.

Follow and maintain an established preventative maintenance work schedule; inspect work while in progress; train personnel in the safe and proper operation of a variety of tools and equipment used in building/structure maintenance and repair.

Perform the most difficult and complex work in the construction, maintenance, and repair of public buildings and related facilities, including troubleshooting to identify problems and determine appropriate action or method of response; perform the full range of building construction, maintenance, and repair duties.

Select materials, estimate material, and labor costs for assigned jobs; ensure availability of supplies, materials, and equipment in order to accomplish the work; purchase supplies and materials as necessary.

Coordinate and administer activities related to various contracts and projects; prepare specifications for contracted work; monitor contract compliance, inspecting work in progress and at completion, recommending progress and final payments.

Record daily labor, material, and equipment costs, and maintain work-related records; provide recommendations for project-related budget planning.

Respond as appropriate to comments and concerns expressed by the public regarding building maintenance issues.

Use a personal computer to enter and retrieve information related to work assignments and record-keeping.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of planning and reviewing the work of others, and training including safety practices and related record-keeping.
- Materials, methods, practices, and equipment used in the maintenance, repair, and reconstruction of public buildings and related public facilities.
- Electrical pumps, motors, HVAC, and other mechanical equipment; carpentry, plumbing, and related structural maintenance trades.
- Pertinent local, State and Federal laws, ordinances, and rules.
- Computerized and automized building management systems.

Skill or Ability to:

- Act as a lead worker and perform advanced journey level building construction, repair, and maintenance tasks.
- Analyze problem equipment; identify safety hazards; locate and operate equipment; interpret work orders; and explain jobs to other employees.
- Consistently observe and follow safety rules, and safely operate hand, equipment, and power tools, and vehicles.
- Safely handle chemicals including cleaning products, solvents, and other materials and supplies.
- Understand and follow oral and written instructions; read, interpret, and understand blueprints, drawings, diagrams, specifications, operating instructions, and manuals.
- Prepare and interpret specifications; administer contracts; inspect work and evaluate work in-progress and at completion relative to recommendation for scheduled and final payments.
- Trouble-shoot difficult and/or complex maintenance or mechanical issues; identify the cause of the problem and determine the most effective and efficient course of action.
- Communicate clearly and concisely, both orally and in writing.
- Keep records and prepare reports; use a personal computer for electronic mail and to enter and retrieve data.
- Work unusual/prolonged work schedules during emergencies or seasonally caused circumstances.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of a high school diploma or equivalent, supplemented by specialized training in the maintenance and repair of buildings, mechanical equipment, or a related field, and three (3) years of experience performing work similar to that of Building Mechanic II in the City of Newark.

License and Certificate:

- Possession of a valid driver license and a satisfactory driving record throughout employment.
- Possession of a Certified Pool Operator certificate will be required within one year of appointment and throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Willingness and ability to work emergency overtime and available on call, as required. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.