



Building Maintenance Mechanic I/II

Class Specification

Revised 9/23

Class ID: 761

Unit: NAME

Probation: 6 Months

FLSA: Non-Exempt

DEFINITION

Under supervision, performs skilled maintenance, repair, and reconstruction work 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 direct supervision from the Maintenance Supervisor or designee with technical and functional direction from the Senior Building Mechanic. Exercises no direct supervision over staff.

DISTINGUISHING CHARACTERISTICS

Building Maintenance Mechanic I –This is the entry level class in the Building Mechanic series. Positions in this class typically have minimal directly related work experience and work under immediate supervision while learning job tasks. The Building Mechanic I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, and progress to general supervision as procedures and processes of assigned area of responsibility are learned.

Building Maintenance Mechanic II –This is the journey level class in the Building Mechanic series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. This class is distinguished from the Senior Building Mechanic in that the latter performs advanced and complex journey level duties and provides lead direction to lower-level maintenance personnel.

Positions in the Building Mechanic class series are flexibly staffed and positions at the Building Mechanic II level are normally filled by advancement from the Building Mechanic I level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Perform skilled maintenance in the adjustment, maintenance, repair, and installation of a variety of pumps, motors, HVAC, and other mechanical equipment; recognize potential equipment failures and troubleshoot solutions.

Operate and manipulate computerized building management systems (such as HVAC or lighting controllers)

Install, maintain, and repair live electrical systems and equipment; install conduit and new wiring and appurtenances as required; recognize potential electrical failures and troubleshoot solutions.

Fabricate, remodel, and repair various structural elements found in both the interior and exterior of buildings; hang doors and install windows; recognize potential structural failures and troubleshoot solutions.

Finish walls with paneling, wallboard, plaster, textures, and paints; install or repair floor coverings. Construct cabinets, shelves, worktables, office furniture, benches, decks, fences, signs, and other items of wood, metal, masonry, and other materials.

Repair locks, windows, roofs, plumbing, and other equipment found in municipal buildings.

Perform skilled maintenance at an indoor aquatics facility as required, including adjusting logic controls, relays, and control boards.

Assist with set up and removal of equipment in support of city events.

Maintain records of work performed and materials used.

Perform routine preventive maintenance on tools and equipment used in the work and stock vehicles with adequate supply of tools and equipment needed to perform the work.

Work with contractors on repair assignments; may inspect contracted work to ensure that specifications and contract requirements are met.

May use a 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:

- Uses and purposes of general construction and maintenance tools and equipment.
- Safe work practices.

In addition to the above qualifications, the Building Maintenance Mechanic II is required to have knowledge of:

- Methods, techniques, and tools used in the skilled maintenance, repair, and reconstruction of public buildings and related public facilities.
- Electrical pumps, motors, HVAC and other mechanical equipment; carpentry, plumbing, electrical, and related structural maintenance trades.
- Swimming pool systems and operation.

Skill or Ability to:

- Learn to perform semi-skilled and skilled tasks related to the maintenance, repair, and reconstruction of public buildings and related public facilities; perform heavy manual labor.
- Safely operate hand and power tools, and vehicles.
- Safely handle chemicals including cleaning products, solvents, and other materials and supplies.
- Consistently observe safety rules.
- Analyze problem equipment; identify, locate, and equipment; interpret work orders; and explain jobs to others.
- Learn to use a personal computer for e-mail communication, data entry and retrieval related to work orders, supplies, and hours worked.

- Understand and follow oral and written instructions; read, interpret, and understand blueprints, drawings, diagrams, specifications, operating instructions, and manuals.
- Communicate clearly and concisely, both orally and in writing.
- 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.

In addition to the above qualifications, the Building Maintenance Mechanic II is required to have knowledge of:

- Independently perform skilled work in the maintenance, repair, and reconstruction of public buildings and related public facilities.
- Analyze, diagnose, and resolve building maintenance/and or equipment problems.

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:

Building Maintenance Mechanic I - Possession of a high school diploma or equivalent, and six (6) months of general maintenance and/or construction experience.

Building Mechanic II – Possession of a high school diploma or equivalent, and two (2) years of increasingly responsible experience performing building maintenance and mechanical work similar to that of a Building Mechanic I with the City of Newark.

License and Certificate:

Possession of a valid driver license and a satisfactory driving record 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 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.