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<b>Position:</b>	Building Maintenance Mechanic I	<b>FLSA:</b>	Non-Exempt
<b>Department/Site:</b>	Maintenance and Operations	<b>Salary Grade:</b>	25
<b>Reports to/Evaluated by:</b>	Supervisor of Trades	<b>Salary Schedule:</b>	Operations

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**SUMMARY**

Under general supervision, performs variety of journey-level work in the maintenance, alteration and repair of facilities and buildings. Works primarily in a single area of specialization. Independently performs journey level work in a building trade, e.g., carpentry, painting, masonry, locksmith work, roofing, welding, HVAC. Duties are primarily performed at the “expert” level in area of specialization, but will also perform support duties in other trades as required. May supervise and assign work to Building Maintenance Workers or the maintenance staff. Work relationships extend beyond the peer group to District staff, outside contractors and experts and students. Requires strong communication skills to discuss complex technical information. Work may be outside in adverse weather conditions.

**DISTINGUISHING CAREER FEATURES**

This is a senior non-supervisory position in the Building Maintenance area, requiring demonstrated ability to perform at the journey level in a single area of specialization. Advancement is possible with a combination of time on the job, apprenticeship or certification in one of the advanced building trades, and/or additional formal education at the college level.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Inspects, repairs, fabricates, installs, services and maintains facilities and buildings of the District in a qualified special technical area. Prepares rough sketches of work and estimates of materials and labor.
- Contacts vendors and suppliers as appropriate to develop estimates and schedule deliveries in accordance with project timelines.
- Determines priorities for requisitioning materials and supplies. Keeps tools and equipment in good condition. May lead and provide training for a small crew on specific assignments.
- Reads and interprets blueprints, maps, schematic wiring diagrams and specifications. Maintains required records and makes reports. Prepares reports on work completed and materials used.
- Provides support in area of specialization to those in other trades working on multi-faceted projects and acts as lead as appropriate in coordinating the use of multiple trades for a given assigned project.
- Performs one or more of the following in accordance with area of specialization:
- Performs a variety of carpentry duties. Constructs, fabricates, installs, repairs or replaces doors, walls, signs, desks, counters, shelves, shelf units, computer tables, chairs, benches, tables, buildings,

sheds, scaffolds, forms, frames, window frames, fences and stairways. Constructs temporary and permanent buildings and structures.

- Performs a variety of locksmith duties. Installs, repairs and replaces locks on doors, desks, vehicles, lockers and safes. Duplicates keys. Changes lock combinations. Recommends proper methods and procedures for security. Maintains lock system records.
- Contributes to specification writing when needed.
- Performs a variety of painting duties. Prepares and finishes various surfaces. Water blasts surfaces to remove paint, rust and dirt to prepare surfaces for painting.
- Glazes windows. Operates various spray equipment. Paints walls, doors, rooms, buildings and other surfaces as required.
- Refinishes furniture. Hangs wall coverings. Prepares and paints the interior and exterior of vehicles. Mixes and matches paint colors. Erects and works from ladders, scaffolding and rigging.
- Inspects District roofs. Repairs roof leaks and potential roof leaks. Inspects repairs and re-roofing performed by outside contractors. Designs and makes changes in existing roof details. Writes re-roofing specifications. Performs preventive maintenance of district roofs. Makes and keeps repair records and photo files on all major repairs and re-roofing.
- Performs a variety of masonry duties including construction and repair of masonry walls, screens, retaining walls, benches, edgings and facings.
- Performs a variety of welding and machinist duties including the design, fabrication and installation of a variety of permanent and temporary structures. Determine appropriate methods for repair and retrofitting of existing structures.
- Performs HVAC duties; equipment repair, cleaning, filter changing, water treatment, control systems, refrigeration maintenance and repair, ice machines, and commercial kitchen equipment, and pool boilers.
- Performs other duties as assigned that support the overall objective of the position.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires a thorough knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts and set-ups used in the incumbent's area of specialization. Requires a thorough knowledge of the uses and purposes of general maintenance, hand and power tools and equipment. Must know and understand all pertinent Federal, State and local laws, codes and regulations in area of specialization. Must be thoroughly familiar with safety orders of the Industrial Accident Commission related to area of specialty. Must have leadership skills sufficient to lead a small crew of maintenance staff.

**Abilities:** Requires the ability to perform all of the essential duties in the area of specialization at the journey level with minimal supervision. Must be able to use and maintain all of the tools, equipment, vehicles used during routine performance of duties. Requires the ability to plan, schedule and direct the activities of subordinates to attain high quality and efficiency in work. Requires the ability and initiative to independently develop methods and techniques in the interest of effectiveness and efficiency. Must be able to understand and follow oral and written instructions, maintain routine records and interpret plans and specifications found in area of specialization. Must be able to obtain cooperation of and maintain

harmonious relations with the employees in other departments contacted during routine performance of duties.

**Physical Abilities:** Requires the ability to stand, walk and manipulate (lift, carry, move) light to medium weights of 10 - 50 pounds. May climb (ex. ladders), stoop, kneel and crouch. Requires good hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate equipment and read technical and safety information.

**Working Conditions:** Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and use of specialized equipment consistent with trade area. Work conditions may be unpleasant and uncomfortable due to physical positions and/or environmental extremes.

**Education and Experience:** High School diploma or equivalent, and specialized training in one of the building trades required, e.g., carpentry, painting, masonry, locksmith work, roofing, welding. Supplemented by two (2) years experience and demonstrated ability to perform at the journey level in area of specialization required.

**Licenses and Certificates:** Requires a valid Commercial Driver's License and medical examination card.