
Position:	Building Maintenance Mechanic II	FLSA:	Non-Exempt
Department/Site:	Maintenance and Operations	Salary Grade:	29
Reports to/Evaluated by:	Supervisor of Trades	Salary Schedule:	Operations

SUMMARY

Under general supervision, performs variety of journey level skilled work in the maintenance, alteration and repair of mechanical, plumbing, or electrical systems, facilities and buildings. Works primarily in a single area of specialization, but is required to perform routine duties in other areas of specialization as needed and skill levels permit. Independently performs journey level work in an advanced building trade requiring completion of a formal apprenticeship or certification, e.g., electrical, HVAC, plumbing, electronics, cabinet making, welding/machinery. 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 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 formal training in a single area of specialization. Advancement is possible with a combination of time on the job, supervisory preparation or experience, and 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 design and engineering 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 electrical repair and maintenance duties. Installs, adjusts, repairs or replaces electric lights, motors, heaters, generators, transformers, switchboards and other electrical apparatus.

Installs transmission lines for electrical equipment. Operates electrical power generating plants. Maintains the electrical shop. Operates electrical equipment.

- Performs a variety of plumbing duties. Cuts and threads pipe. Installs, inspects, maintains and repairs standard plumbing systems and equipment concerned with water, gas, oil, sewage, fire control, and refrigeration. Installs and repairs pumps.
- Performs a variety of HVAC duties. Operates, maintains, inspects and repairs heating, air conditioning refrigeration, water treatment, cogeneration, heat reclamation, thermal energy storage, ventilation and air compressor equipment. Helps repair and maintain commercial kitchen equipment and pool boilers.
- Tests, adjusts and calibrates boiler and air conditioning machinery and mechanical, electrical, and pneumatic control instruments. Tests and, as required, chemically treats boiler, condenser and cooling tower water and water from other systems.
- Maintains, inspects, diagnoses and makes emergency repairs to natural gas, water, refrigeration, air and oil distribution systems. Operates the District's Energy Management System.
- Performs a variety of cabinet maker duties. Performs rough and finish carpentry work. Builds, remodels and repairs various types of cabinets.
- Performs a variety of welding and machinist duties including the design, fabrication and installation of a variety of permanent and temporary structures. Coordinate with other trades on complex projects requiring welding and/or machinery work. Determine appropriate methods for repair and retrofitting of existing structures.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: Requires advanced knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts and set-ups used in the incumbent's journey level 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, coordinate with other trades and departments and maintain effective relationships with vendors and members of the public.

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 (eg 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 completion of a formal apprenticeship or certificate in a specialized trades required. Supplemented by two (2) years' experience at the journey level in area of specialization required. Formal education at the college level preferred.

Licenses and Certificates: Requires a valid Class C Driver's License and medical examination card. Appropriate certification in area of specialization, e.g., carpentry, masonry, roofing, welding, plumbing, HVAC, electrician.