

MAINTENANCE MECHANIC I

DISTINGUISHING FEATURES OF THE CLASS:

This is an entry level position which involves responsibility for a variety of unskilled and semiskilled tasks in the maintenance and repair of buildings, facilities and equipment. Employees may be assigned to various work locations, i.e. streets, water and wastewater, recreation, water treatment plant. Work is performed under the general supervision of a higher-level employee. Supervision is not normally a function of this class; however, with experience, incumbents may exercise direction over work relief, seasonal or part-time employees.

TYPICAL WORK ACTIVITIES:

1. Performs semi-skilled work in carpentry, electrical, plumbing, masonry, painting, and heating and ventilating;
2. Performs installation and repair work on water and/or wastewater systems; assists in testing for & locating leaks;
3. Performs routine building maintenance and cleaning tasks such as repairs windows, doors, floors, walls, etc.;
4. Helps install and repair hydrants, mains, services, valves and pumps;
5. Assists in flushing and rodding plugged wastewater lines;
6. Performs manual labor such as loading trucks, digging ditches, cleaning basins, erecting signs and fences;
7. Paints, stains and varnishes interior and exterior surfaces as directed;
8. Operates power tools such as saws, air compressors, drills, sanders, etc.;
9. Repairs, rebuilds and refinishes recreation equipment;
10. Assists in the conditioning and maintenance of lawns, athletic and recreation fields and areas;
11. Serves as general handyman performing a variety of semi-skilled duties;
12. Operates trucks, cars, or other motorized equipment necessary to perform work assignments;
13. Moves and relocates office furniture and equipment;
14. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the practices, tools, materials and safety procedures used in the maintenance and repair of buildings and equipment; working knowledge of the practices, tools, materials and safety procedures used in the maintenance and repair of water and wastewater systems; ability to withstand heavy labor for extended periods; ability to read plans and sketches; ability to follow oral and written directions; mechanical aptitude; manual dexterity; dependability; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One (1) year of paid work experience in a position involving responsibility for the performance of building maintenance or construction; or any equivalent combination of experience and training sufficient to indicate ability to perform the duties of the position.

SPECIAL REQUIREMENT:

A department head may require the possession of a valid appropriate level driver's license at the time of appointment.

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ADOPTED: 05/15/96