

MAINTENANCE MECHANIC

Grade 12

Purpose Statement

The job of Maintenance Mechanic is done for the purpose/s of performing at the journeyman level in one or more of the building trades requiring precision tools; performing a variety of skilled or semi-skilled tasks in all areas of school maintenance; performing responsibilities with minimum supervision at assigned sites in a variety of skilled trades processes; and ensuring that assignments are completed in a safe, proper and timely manner.

This job reports to Director of Maintenance, Operations, Transportation and Facilities

Essential Functions

- Assists with repairs of leaks as requested for the purpose of providing a comfortable work environment.
- Cleans a variety of areas (e.g., gutters, and other drainage structures, etc.) for the purpose of preventing damage and limiting liability exposure.
- Completes a variety of flooring, roofing installations for the purpose of providing professional installation or repair.
- Constructs a variety of required site components (e.g., cabinets, furniture, walls, partitions handball courts, stairs, etc.) for the purpose of implementing professional carpentry for site.
- Estimates materials, equipment and/or staff resources for the purpose of ensuring timely completion of projects.
- Identifies and corrects general electrical problems (e.g., wiring, equipment, fixtures, etc.) for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
- Implements general metal fabrication (e.g., welding cutting, bending, drilling, grinding, etc.) for the purpose of creating custom metal pieces for any necessary application.
- Inspects electrical components (e.g., transformers, circuit breakers, switches, outlets, ballasts, ground fault circuit interrupters, etc.) for the purpose of ensuring safety and accuracy of electrical project installations in compliance with regulatory requirements.
- Inspects own finished work for the purpose of ensuring quality standards are met.
- Installs and repairs hardware (e.g., door closures, stops, doors, walls, ramps, fencing, etc.) for the purpose of ensuring a safe working condition.
- Installs a variety of plumbing equipment (e.g., shutoff valves, pressure regulators, pipes and fixtures for water, gas, and air, such as sinks, drinking fountain, toilets, etc.) for the purpose of implementing all necessary equipment and supports, prior to installation of fixtures.
- Interprets blueprints and building specifications (e.g., locating and maintaining water and gas supply lines,

drainage systems, etc.) for the purpose of providing implementation of designated design processes.

- Maintains playground equipment (e.g., installing and repairing playground structures, etc.) for the purpose of ensuring optimal safety an operation.
- Operates truck transferring equipment (e.g., forklift, etc.) for the purpose of providing necessary maintenance project support.
- Provides a variety of paint processes (e.g., patching and preparing surfaces for finishing; matching texture, color of surfaces, etc.) for the purpose of ensuring that paint processes professionallyutilized.
- Repairs a variety of concrete and asphalt installations (e.g., parking lots, curbs, walkways, playgrounds, etc.) for the purpose of maintaining campus grounds in accordance with established standards.
- Repairs and installs hardware (e.g., door closures, stops, doors, walls, ramps, fencing, etc.) for the purpose of ensuring a safe environment.
- Reviews electrical blueprints and building specifications (e.g., locating and maintaining wiring and lighting systems, etc.) for the purpose of ensuring professional installations.
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at job site.
- Uses all related hand and power tools required for various trades for the purpose of ensuring professional implementation of trades projects, upgrading, and repair at all District sites.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance and trades; adhering to safety practices; handling hazardous materials; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of journeyman implementation; proper use and maintenance of tools and power equipment; health and safety regulations; and methods of organizing, scheduling and prioritizing scheduled work.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: providing work direction to assigned employees; understanding and following oral and written directions; working independently with little direction; planning and organizing work;

establishing and maintaining effective working relationships with others; and preparing accurate records.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

2 years as Maintenance Technician

Must have satisfactory evaluations

Supervisor's recommendation

Education (Minimum): High school diploma or equivalent.

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates and Licenses

None Specified

Clearances

Criminal Background Clearance

Physical Capacities Test Clearance

Tuberculosis Clearance

FLSA Status

Non-Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.