

Title: Maintenance Mechanic I
PG: 33
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Various Departments

Class Code: 7033
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is skilled and semi-skilled work in the repair and maintenance of buildings and mechanical equipment. Work involves the responsibility for the performance of a variety of miscellaneous journey level mechanical and building trade tasks in general maintenance work. Supervision may be exercised over a small number of maintenance workers. Work is performed without close supervision but is reviewed in progress and upon completion.

ESSENTIAL FUNCTIONS:

1. Makes miscellaneous minor repairs and adjustments to plumbing, refrigeration, steam and water systems and fixtures; electrical wiring and fixtures; doors, windows and locks, pumps, mobile light rolling equipment and small engines.
2. Operates maintenance equipment; fabricates metal articles; repairs metal roofs; installs guttering; performs all types of welding on aluminum, steel and cast iron.
3. Solders, rivets, seams and bolts metal parts as required; repairs buildings boilers and shelters; repairs and maintains varied office equipment.
4. Conducts preventive maintenance on air-conditioning units such as changing filters and cleaning drains.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of the practices, methods and tools of the maintenance trade.
2. Knowledge of the hazards and safety precautions peculiar to various mechanical trades.
3. Skill in the use of a wide range of building trade tools and shop equipment.
4. Ability to understand and work from sketches, penciled layouts and rough plans and specifications.
5. Ability to keep routine records and to make reports.
6. Ability to establish and maintain effective working relationships with supervisors, co-workers, other City employees and the general public.

WORKING ENVIRONMENT/CONDITIONS:

Medium work that involves walking, standing, stooping, jumping, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a recurring basis or exceptional skill, adeptness, and speed in the use of fingers, hands, or limbs in tasks involving very close tolerances or limits of accuracy.

The job risks exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, vibration, fumes and/or noxious odors, traffic, moving machinery.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. One (1) year of experience in a variety of building trades work at the journey level.

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3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must possess and maintain a valid telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.