

**BUILDING MAINTENANCE MECHANIC**

**DISTINGUISHING FEATURES OF THE CLASS:** Performs a variety of building maintenance and repair tasks of a skilled nature. Employees in this class, by reason of personal training and experience, may devote much of their time to work along several mechanical lines, as varied assignments require. In this respect, this class differs from those such as Painter, Carpenter, Plumber, etc., in which incumbents concentrate on a single trade. Incumbents work under general supervision, with the supervision of others not normally a function of the position. Does related work, as required.

**TYPICAL WORK ACTIVITIES:**

Performs skilled repairs to plumbing, steam lines, electrical wiring and equipment, furniture, doors and windows, appliances, and varied equipment and machinery;  
Installs walls, ceilings, windows, doors, and paneling;  
Builds desks, cabinets, and other office furniture, to specifications;  
Installs new electrical circuits and equipment;  
Assists in the operation and repair of heating and central air-conditioning systems;  
Installs and services intercom systems;  
Estimate material required to perform work;  
May be required to perform outside duties, such as mowing lawns, maintaining athletic fields, removing snow and ice, painting interior and exterior surfaces.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:** Good knowledge of the practices, processes, materials, and tools used in the principal trade in which incumbent specializes; good knowledge of one or more additional trades; good knowledge of modern building maintenance and repair practices; working knowledge of the operation and maintenance of heating and air-conditioning systems; ability to follow oral and written instructions; good mechanical aptitude; dependability; thoroughness.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

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The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

**MINIMUM REQUIREMENTS:** Four years of full-time, paid experience in building maintenance activities, or any equivalent combination of training and experience indicating ability to perform the duties of the job.

**NOTE:** Part-time experience as defined above will be considered on a prorated basis.

**Special Requirements for Appointment:** Successful completion of a background investigation may be required prior to appointment.

Non-Competitive Class

Approved 6/28/76

Revised 3/4/77, 1/28/81,

5/9/84, 3/18/98, 3/3/00

5/10/02, 11/18/02, 8/4/21,

4/30/25

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.