

Position: Maintenance Mechanic

Grade: 38

### **Summary**

Performs general building maintenance work. Supports HVAC and electrical skilled maintenance staff in the performance of work. Also performs duties across various construction and mechanical systems trades, including but not limited to carpentry, plumbing, and painting.

### **Distinguishing Career Features**

The Maintenance Mechanic requires generalized experience in building maintenance grounds, or advanced custodial work.

### **Essential Duties and Responsibilities**

Maintenance Mechanics are qualified to perform the following duties, although may concentrate on specific assignments or skill areas based on need:

- Participates with and assists in trades areas HVAC and electrical, as assigned
- Performs in trades areas of carpentry, plumbing, painting, and other crafts as assigned.
- Services HVAC systems by inspecting and lubricating fans and motors, checking for leaks, overheating, and noises that indicate trouble. Calibrates sensors. Accesses remote, computer-aided energy management systems to adjust times and temperatures.
- Installs fans and fixtures requiring fabricating of sheet metal, soldering, and welding.
- Performs servicing and maintenance to fixtures. Makes plumbing adjustments such as unclogging toilets and sinks, tightening toilet seats, adjusting of drinking fountains, cleaning water jets to enhance flows.
- Performs painting and varnishing of walls, doors, rooms, buildings, parking lots, and other surfaces. Prepares and finishes surfaces by scraping, using commercial paint removers, fills cracks and holes or sizing plaster walls. Applies paint, varnish, and other protective and decorative finishes to comply with District standards.
- Assembles, adjusts, sets up, and repairs furniture.
- Performs, repairs, and conducts maintenance on projects such as sidewalks and roadways, athletic field equipment, and classroom equipment.
- Glazes and fits windows. ▪
- Refinishes furniture. Hangs wall coverings. ▪
- May operate and perform minor servicing of light equipment including light tractors, skip loaders, forklift, and other labor saving devices.
- Installation and maintenance of roofs, baseboards, furniture, cabinets, shelving, bookcases, and bulletin boards.
- Performs resolution of specific mechanical problems.
- Accesses and retrieves work orders using the automated work order system. May

enter time and materials information associated with the work performed on orders. ▪

- Performs routine servicing on air-conditioning and heating systems. Changes filters and belts. Greases and oils bearings, motors, and compressors.
- Ensures that secondary containers for cleaning and other products are properly labeled. Ensures that Material Safety Data Sheets (MSDS) for assigned area(s) are up to date.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned

## **Qualifications**

### **Knowledge and skills**

- The position requires a basic knowledge of building, grounds or equipment maintenance, sufficient to perform routine maintenance and repair tasks. Requires knowledge of the use, maintenance and minor repair of the various tools and equipment used in building maintenance, remodel, and repair work. Requires basic knowledge of preventative maintenance techniques. Requires basic knowledge of the materials and methods used in one or more of the following areas: rough and finish carpentry techniques, commercial painting, window glazing and framing, HVAC, locksmithing, electrical, and plumbing. Requires working knowledge of safety rules and regulations. Requires sufficient arithmetic skills to compute distances and measures. Requires sufficient human relations skills to work as a cooperative member of a team and to serve internal customers.

- **Abilities**

Must be able to work as a member of a crew and maintain harmonious work relationships. Must be able to perform at the semi-skilled level to complete routine maintenance tasks. Requires the ability to read, understand and interpret work schedules and drawings. Requires the ability to understand written and oral instructions. Must be able to make straightforward arithmetic calculations for distance, angle, and quantity. Requires the ability to work variable schedules to facilitate efficient project completion and special events. Requires the ability to observe safe work practices and handle hazardous materials according to accepted procedures. Requires the ability to maintain productive and cooperative working relationships with others.

- **Physical Abilities**

Requires the ability perform work of an active nature; to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) heavy weights of up to 50 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75pounds. Requires the ability to climb, stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized

equipment and read technical (including blueprints) and safety information. Requires ability to perceive and respond to auditory cues such as machinery sounds and alarms. Requires near and far visual acuity to read printed materials, moving objects, and observe work-in-progress with or without accommodation. Requires ability to communicate effectively during routine interactions carry on ordinary conversations. Requires the ability to work in extreme temperature conditions.

- **Education and Experience:**

The position requires a High School diploma or equivalent and demonstrated skills in arithmetic, reading, and writing skills sufficient to understand safety instructions, read and document work orders, read plans and drawings, make measurements, plus 3 years of experience in the general maintenance and remodel of buildings, grounds, mechanical systems, or equipment.

- **License or Certificate:**

Requires a valid Driver's License

**Board Approved 11/5/2025**