



MAINTENANCE MECHANIC

Classification: Maintenance Mechanic

Location: Maintenance

Reports to: Maintenance & Resource Conservation Supervisor

FLSA Status: Non-Exempt

Bargaining Unit: PNWRCC

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary

Performs journeyman-level maintenance and preventive maintenance across all trades including but not limited to plumbing, pipefitting, electrical, carpentry, plastering, painting, welding, and locksmithing.

Part II: Supervision and Controls over the Work

Works under the general supervision of the maintenance & RCM coordinator who assigns work, sets priorities, and provides overall direction and guidance. Maintenance mechanic is expected to perform work with independently and generally with self-inspection for completed work and related safety and operating acceptability. The journeyman level maintenance mechanic provides guidance and direction to lower-level technicians and helpers.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

1. Prepares and maintains machines, mechanical equipment, playground equipment, and buildings. Installs, aligns, and balances new equipment and insures readiness for safe operation and utilization.
2. Performs preventative maintenance and repairs on mechanical equipment such as electrical drive motors, laundry, kitchen and air-conditioning equipment; changes oil; grease, changes or clean filters, drive belts, sprockets, shafts and bearings to ensure proper operation.
3. Performs maintenance, operation and repairs of electrical, mechanical and structural systems for buildings and utility distribution.

4. Assembles, installs, unplugs, and repairs pipes, fittings, and fixtures for heating, water and drainage systems according to specifications and local codes.
5. Operates hand and power tools in a skilled manner; fabricates material and equipment in workshops. Utilizes electrical, mechanical, and computerized equipment to analyze, diagnose, repair, and calibrate equipment.
6. Remodels and constructs facilities in accordance with project requirements.
7. Repairs windows, doors, screens, floors, floor coverings and painted surfaces; installs, maintains and repairs electrical connections, lights, switches, circuits, electrical equipment, thermostats and valves. Installs, maintains and repairs locks and security and safety systems such as alarms and fire control systems.
8. May perform minor maintenance on district vehicles and equipment such as oil change, lubrication, fix flats, repair lights and/or fan belts.
9. Exercises knowledge of safety practices and equipment and assures the use of such equipment by self and lower level technicians and helpers.
10. Analyzes repair and service requirements to determine work needed and whether or not it can be safely and effectively accomplished within existing skills and capability.
11. Develops preliminary cost estimates for installations and repairs that require a higher level of expertise or otherwise exceeds in-house ability.
12. Drives service truck and operates mobile equipment as required; loads and unloads materials and supplies; maintains machinery and equipment including equipment repair.
13. Checks boilers for safety and operating capability and fires boilers when required. Verifies safe operation once done.
14. Serve as a first responder in emergency situations.

Performs related duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. High school graduation or equivalent.

3. Five years verifiable and progressively responsible experience in multiple trades and crafts or as a general maintenance journeyman.
4. Certification and journeyman status, based on an apprenticeship or equivalent training, in one or more of the following disciplines: electrician, carpentry, plumbing, welding.
5. Ability to use district technology daily, e.g., Word, Excel and any applicable specialized programs.
6. Knowledge of local codes.
7. Ability to read and interpret facility and equipment blueprints and drawings.
8. As required, possession of a current state driver's license and/or CDL and safe driving record.

Part V: Desired Qualifications

1. Journeyman level experience in one or more trades.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment 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 frequently required to sit, talk, move about, hear and speak.

The employee must be able to lift and move up to 60 pounds and occasionally lift and/or move more than 100 pounds with mechanical or additional assistance when needed.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee works in-doors as well as in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to infectious materials during the course of their duties.

The noise level can be high when operating equipment.