

MAINTENANCE MECHANIC II

FUNCTION OF THE JOB

Under supervision, to perform maintenance work in County buildings utilizing journeyman or sub-journeyman skills; may specialize in an area such as: carpentry, plumbing, heating, painting, electrical, or refrigeration; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Performs preventive maintenance, repair, and safety inspections on electrical appliances, motors, HVAC, and plumbing equipment.
2. Performs journeyman level carpentry work in the alteration, repair, and maintenance of buildings and equipment.
3. Performs repairs to interior and exterior windows, walls, and doors along with the associated frames and hardware.
4. Operates and monitors building automation systems making adjustments as needed and/or provides repairs as required.
5. May perform minor drywall, plaster, or ceramic tile wall repairs and various flooring and roofing repairs.
6. Performs complex mechanical maintenance and repair work on large heating and cooling systems; adjusts, repairs, and/or replaces valves and worn or defective parts as needed.
7. Maintains, repairs, and cleans circulating pumps, boilers, chillers, and other equipment related to heating and cooling systems.
8. Installs, repairs, and services various HVAC systems, controls, and equipment; carries out prescribed preventive maintenance and repair programs on HVAC equipment.
9. Installs and repairs furniture; makes modifications to modular office furniture.
10. Maintains chemical water treatment program.
11. Maintains tools and equipment.
12. Establishes and maintains effective working relationships with County staff, the public and contractors.
13. Maintains prompt, predictable, and regular attendance.
14. Performs necessary surface preparation and applies paint, shellac, varnish, enamel, stain, or other protectives to various surfaces, using brush, spray, roller, cloth, or other means.
15. Installs, services repairs, and operates electrical equipment.
16. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

Employees may specialize in carpentry, plumbing, painting, HVAC and have one or several skills itemized below:

1. Considerable knowledge of the tools, equipment, materials, methods, and practices used in the construction, repair, and maintenance of buildings.
2. Considerable knowledge of the methods, tools, and equipment involved in mechanical maintenance.
3. Considerable knowledge of the principles of heating, ventilating, and air conditioning systems as applied to building operations.
4. Considerable knowledge of occupational hazards and safe work practices.
5. Considerable knowledge of the maintenance and repair of electrical equipment, mechanical devices,

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

- electric motors, and fixtures.
6. Considerable knowledge of the refrigeration cycle, boiler combustion, and HVAC system controls.
 7. Working knowledge of personal computers, spreadsheets, word processing, maintenance management, and building automation systems.
 8. Ability to make repairs on mechanical equipment and to analyze and diagnose trouble from malfunctions in the mechanical equipment.
 9. Ability to analyze issues and choose the optimal solution.
 10. Ability to prioritize work based on urgency, impact, and resource availability.
 11. Ability to establish and maintain effective working relationships with County staff, the public and contractors.
 12. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
 13. Ability to follow directives and to carry out work orders from verbal and written instructions.
 14. Ability to install and/or repair plumbing fixtures and piping.
 15. Ability to perform skilled hand and bench work.
 16. Ability to use various tools and equipment to perform intricate building and equipment maintenance and repairs.
 17. Ability to use personal computers, electronic spreadsheets, word processing, maintenance management, and building automation systems.
 18. Ability to keep accurate records and to prepare reports.
 19. Ability to work under varying conditions such as in dusty, hot, or cold areas.
 20. Ability to respond at any time to perform emergency repairs.

Training and Experience

1. High School Diploma or GED.
2. Five (5) years of work experience involving general repairs and maintenance to building construction systems, mechanical/electrical systems, heating, ventilating, air conditioning systems, and related areas, two (2) of the five (5) years of experience must be at a responsible level (Maintenance Mechanic I or equivalent).
3. Relevant training at a technical school, college, university, or apprenticeship program may be substituted on a year-for-year basis to meet the work experience requirement.