

MAINTENANCE MECHANIC I

FUNCTION OF THE JOB

Under supervision, to perform maintenance work in County buildings; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Performs a variety of maintenance and minor repair work to the interior and exterior of buildings.
2. Assists Maintenance Mechanic II and Maintenance Mechanic III employees, in major plumbing, heating, electrical, or carpentry repairs.
3. Performs repairs to interior and exterior windows, walls, and doors along with the associated frames and hardware.
4. Perform minor drywall plaster or ceramic tile wall repairs and various flooring and roofing repairs.
5. Performs roof inspections to help identify any roofing issues and prevent building damage.
6. Performs basic preventative maintenance, lubricates, and changes belts on various pieces of mechanical equipment such as motors, generators, compressors, pumps, blowers, and/or exhaust fans.
7. Performs mechanical preventative maintenance, repair, and cleaning work on large heating and cooling systems and related equipment.
8. Cleans and replaces filters for heating and ventilating equipment.
9. Maintains tools and equipment.
10. 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.
11. Moves heavy furniture or equipment from one location to another.
12. Performs pick-up and delivery duties as directed.
13. Assembles tools and supplies in preparation for work orders; completes work orders for room set-up or break down.
14. Establishes and maintains effective working relationships with County staff, the public, and contractors.
15. Maintains prompt, predictable, and regular attendance.
16. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Working knowledge of the tools, equipment, materials, methods, and practices used in building construction, repair, and maintenance work.
2. Working knowledge of the methods, tools, and equipment involved in mechanical equipment maintenance.
3. Working knowledge of occupational hazards and safe work practices.
4. Working knowledge of personal computers, spreadsheets, word processing, and maintenance management systems.
5. Ability to understand and carry out work from verbal and written instructions.
6. Ability to move furniture and equipment.
7. Ability to recognize malfunctions in mechanical equipment.
8. Ability to use various tools and equipment to perform intricate building and equipment maintenance and repairs.
9. Ability to work under varying conditions such as in dusty, hot, or cold areas.
10. Ability to use personal computers, electronic spreadsheets, word processing, and maintenance

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

- management systems.
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.

Training and Experience

1. High School Diploma or GED.
2. Some paid work experience involving the trades (plumbing, heating, electrical, or carpentry repairs) or general repairs and maintenance to buildings as outlined in the duties, is preferred.
3. Relevant post high school coursework, training, or apprenticeship in building maintenance technology, facilities maintenance, or related field, is desirable.