

## MAINTENANCE MECHANIC III

### FUNCTION OF THE JOB

Under supervision, to assign, plan, schedule, and serve as a lead worker in performing and directing 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. Prepares and coordinates the distribution of work order assignments to the maintenance staff or outside contractors; expedites the performance of maintenance and repair tasks as required.
2. Orients, trains, and instructs employees in proper maintenance and housekeeping duties and procedures, and department software programs.
3. Operates computer using maintenance management, work order, word processing, and e-mail software.
4. Links AutoCAD to property management module for work order management; assigns work orders and preventative maintenance.
5. Monitors building automation systems making adjustments as needed and/or dispatches mechanics as required.
6. Instructs employees in safety practices and procedures and assures that they are being followed.
7. Recommends and purchases materials and equipment for the department.
8. Responds to customers needs at the Maintenance Customer Service Help Desk.
9. Performs preventive maintenance and repair on electrical appliances, motors, HVAC, and plumbing equipment.
10. 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.
11. Establishes and maintains effective working relationships with County staff, the public, and contractors.
12. Maintains prompt, predictable, and regular attendance.
13. Keeps records and makes reports.
14. Performs Maintenance Mechanic II duties as needed.
15. May assist with obtaining quotes and supporting the preparation of project specifications and bidding requirements.
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. Comprehensive knowledge of the tools, equipment, materials, methods, and practices used in the construction, repair, and maintenance of buildings.
2. Comprehensive knowledge of the principles of heating, ventilating, and air-conditioning as applied to building operations.
3. Comprehensive knowledge of the maintenance and repair of electrical equipment, mechanical devices, electrical motors, and fixtures.
4. Considerable knowledge of personal computers, spreadsheets, word processing, maintenance

## QUALIFICATIONS

### Essential Knowledge and Abilities (continued)

- management, and building automation systems.
5. Considerable knowledge of occupational hazards and safe work practices.
  6. Ability to plan, organize, direct, and perform work in the maintenance and repair of buildings.
  7. Ability to train employees in duties and in safety practices and procedures.
  8. Ability to make repairs on mechanical equipment and analyze and diagnose problems from malfunctions in the equipment.
  9. Ability to use different tools and equipment and perform skilled hand and bench work.
  10. Ability to keep accurate records and to prepare reports.
  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 carry out work orders and directives from written and verbal instructions.
  14. Ability to work under varying conditions such as in dusty, hot, or cold areas.

### 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 in mechanical and electrical systems, heating, ventilating, air conditioning systems, and related areas, three (3) of the five (5) years of experience must be at a responsible level (Maintenance Mechanic II 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.