

Maintenance Mechanic
Department of Public Works/Bureau of Property Maintenance

Class Title: Maintenance Mechanic
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Class Definition: Working under the supervision and guidance, both directly and indirectly, of the Director of Public Works and the Supervisor and Foreman of Property Maintenance, Parking Garage, and Labor Pool, the incumbent performs proficiently at a variety of semi-skilled and skilled tasks at the journeyman's level in such trades as carpentry, construction, plumbing, etc. at or on all city property.

Distinguishing Features of Work: Work involves the performance of both heavy and light manual work of a journeyman's level in several trades. Work involves primary responsibility for proficiency in listed trades with working conditions and the degree of available supervision differs according to the location and nature of assignments. Technical independence in determining work methods and procedures is exercised. Assignments are issued either verbally or through written instructions.

Examples of Work: (Note: The following examples of work are only illustrative of the kind of work to be performed by persons of this class and are not intended to be all-inclusive or exclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.) This 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.

Constructs and maintains interior/exterior of public buildings and public property. Performs masonry work within buildings, at outside facilities, foundations, walks and walls. Installs and maintains plumbing fixtures and facilities. Performs carpentry and painting duties. Performs painting of streets including lettering, crosswalk preparations and painting and related duties. Repairs and installs traffic signs and parking meter poles and performs related duties as required. When not engaged in maintenance duties, may be assigned general laborer duties or other duties. Keeps records of work completed. Maintains current skills and knowledge in the proper and safe techniques of building maintenance and performs all duties in conformance to appropriate safety and security standards. Performs routine inspection and preventative maintenance at assigned locations and refers defects or needed repairs to supervisor. Operates a variety of power construction and maintenance equipment used for effective property maintenance; cleans equipment. Builds repairs and installs counters, cabinets, benches, partitions, floors, doors, building framework and trim. Installs glass in windows, doors and partitions. Replaces damaged ceiling and floor tiles and wall coverings. Builds cabinets and other equipment in maintenance shop. Installs window shades, blinds, wall fans, door locks. Performs building exterior and interior repairs and maintenance such as repairing damaged doors, walls, caulking, painting, fixture leaks, roof patching, etc. Visually inspects completed projects for rough edges, surface nicks, dents, nail holes, cracks, open seams, veneer blisters, glue, and dirt. Operates light and medium-sized construction and power equipment, such as, drills, sanders, saws, etc. Applies moisture and heat to remove dents. Fills cracks, seams, depressions, and nail holes with filler such as putty. Touches up defects and filler. Lifts and glues loose veneer to surface. Cuts out

damaged or blistered veneer or molding and trims, fits, and glues matching piece in place. Re-glues defective joints. Gathers tools and supplies to be used at work site; drills holes for wiring or other construction work; assists in lifting, positioning, and fastening objects such as motors or equipment; performs minor repairs such as replacing handles, knobs, and bulbs; maintains tools and equipment; and keeps supplies and parts in order. Evaluates status of buildings and facilities and carries out needed repairs and projects as assigned. Drives vehicle to various supply shops to pick up materials, supplies and equipment for projects. Assists in the analysis and inspection of building systems to give input on maintenance, repair or replacement needs. Maintains records as needed on construction and repair activities. Cleans work area, machines, tools, and equipment. Performs related duties as assigned. Cleans and prepares surface for painting. Assembles and positions equipment in accordance with diagrams; cuts holes in floors and walls for air duct outlets or other equipment; installs air ducts, pipes, and blowers; installs pipes; wraps insulation around air ducts; cuts, bends, and crimps sheet metal to repair heating, ventilating, and air conditioning casing and pipes.

Tools and Equipment Used: Motorized vehicles, power and hand tools and equipment for carpentry and general construction work, such as saws, drills, wrenches, generators, pumps, gauges, sanders and hammers; copy machine; phone, mobile or portable radio.

Physical Demands: The physical demands 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 regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

Necessary Knowledge, Skills, and Abilities: Considerable knowledge of grades or quality of materials and supplies needed in carpentry work; working knowledge of the hazards and safety precautions common to municipal construction, maintenance and repair activities; some knowledge of first aid and applicable safety precautions. Ability to detect defects in equipment and to make proper repairs or adjustments. Skill in the operation and care of listed tools and equipment. Ability to apply journey level carpentry, construction, plumbing, and other trade skills to work projects; ability to carry out assigned projects to their completion in a reasonable time. Ability to communicate effectively verbally and in writing. Must be able to understand and carry out written and oral instructions. Must be reliable, thorough, and dependable with the ability to work both independently and as part of a work team. Must have knowledge of laws regulating the operation of assigned vehicles upon the road. Ability to work under varying weather conditions. Must be in good physical condition because work involves heavy lifting and/or other activities that are physically exerting and are performed for extended periods of time, often under adverse conditions. Ability to establish and maintain effective working relationships with employees, supervisors, and vendors. Must be self-motivated. Must possess a commercial driver's license.

Qualifications Required for Appointment: Must possess a high school diploma or a GED. Minimum three years vocational instruction and training in carpentry, masonry, and plumbing and demonstrated significant experience working in the trades. Equivalent experience, training, and/or education may be considered by management. Must possess a current, valid Pennsylvania PA Driver's License and a safe driving record. The City will reserve the right to require this position to obtain a Class B Commercial Driver's License in the future and will allow a period of 12 months to do so. Demonstrated skill in the use of listed tools and equipment. Must be available for overtime for city special events, weather-related events, and other city business. Must be available to be on-call when necessary

Work Schedule: Per established departmental policy.