

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_

**Class Title: Maintenance Mechanic II**

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs maintenance on city buildings and grounds, including interior building maintenance and preventative maintenance of equipment. Serves as crew leader. Manages the operating activities in a warehouse. Provides support for special events and exhibits.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	H	Performs maintenance to buildings and grounds by repairing or replacing roofs and siding, overseeing contractor work, repairing asphalt roads, repairing or installing concrete walkways, steps, curbing and slabs, repairing or replacing signs, banners and graphics, power washing the exterior of building, painting, changing light bulbs, checking parking lots, driveways and piers for cleanliness, cleaning ponds, maintaining piers and flag poles, installing lights, repairing and replacing sidewalks, siding, windows, hand railings, decking access ways and platforms, framing, roof sheathing, maintaining, repairing and monitoring city lockset system, cutting, issuing and stamping keys, changing pin segments, maintaining parking meters, ticket machines, fire protection systems, installing equipment, conducting inspections, maintaining athletic fields and installing and repairing fences.
2	M	Serves as crew leader by providing information, assigning tasks, assisting personnel, ensuring safety of job sites, performing inventory, completing work orders, ordering materials, maintaining records, generating and maintaining reports, contacting vendors and contractors for service calls and coordinating work with vendors, creating maintenance programs, assisting vendors and contractors and leading staff in projects which call for team labor such as furniture pickup and delivery, relocations and equipment installation.
3	H	Performs preventative maintenance of equipment by repairing electrical equipment and tools, maintaining and repairing portable equipment and vehicles, inspecting, cleaning and changing air, fuel and oil filters, belts, hoses, coolants, oil and lubrication, sharpening blades, testing and repairing hydraulic, electrical and safety systems, inspecting and repairing frames, performing service calls, diagnosing problems, overhauling and rebuilding engines, inspecting, repairing and installing equipment, welding, lubricating equipment, changing switches, belts, and hoses on vacuum and scrubber, setting out transformers and delivering and collecting equipment.

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	Physical Strength Code	ESSENTIAL FUNCTIONS
4	H	<p>Performs interior building maintenance by trimming doors, closets, locks, windows, walls, ceilings, floors, hardware and furniture, painting, repairing or installing stairs and cabinets, troubleshooting electrical, heating and air conditioning systems, repairing or replacing light fixtures and bulbs, performing plumbing repairs, making repairs to seats and doors, monitoring and controlling systems through computer interface, changing light bulbs, installing chemical treatment for systems, repairing hydronic lines, repairing, installing and testing backflow preventions, repairing leaks, repairing and installing cabinets, cam, coin box, cylinder, deadbolts, equipment, file cabinets and gate locks, maintaining and repairing wood trim, floor and ceiling tile, wall partition and furniture and cabinet construction, repairing and replacing metal and wood jams and doors, hinges, closures and exit devices, painting, dry walling, performing electrical and floor repairs, plumbing, woodworking, dismantling structures, maintaining and programming HVAC, and inspecting, monitoring and maintaining and repairing fire alarm and security systems.</p>
5	L	<p>Manages a warehouse by being responsible for supply stocking, restocking and issuance, fulfilling in-house requisitions for warehouse supplies and performing administrative maintenance when needed.</p>
6	H	<p>Provides support for special events and exhibits by making and installing signs and graphics, designing and building shelves, shipping crates and feeders, painting, forming and pouring concrete, setting up and taking down tents, temporary lights, tables, and chairs, loading and unloading trucks, packing and unpacking crates, inventorying items, checking for damage, determining equipment requirements, ordering supplies, running electric lines, phone lines, providing freshwater and sewer hookups and trash receptacles, installing and removing bleachers and fencing, repairing bleachers and benches and assisting the welding and carpenter shops.</p>

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**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational and technical processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Two years experience as maintenance mechanic.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read blueprints, manuals, data sheets and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general correspondence, work orders and reports.
Managerial	Managerial responsibilities include establishing maintenance programs.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Inspections, repairs
Sitting	R	Paperwork, computer
Walking	C	Throughout the building, inspections, gathering supplies and tools
Lifting	F	Equipment, tools, supplies, boxes
Carrying	F	Equipment, tools, supplies, boxes
Pushing/Pulling	F	Supply carts, equipment
Reaching	F	During installations, repairs
Handling	O	Tools, equipment
Fine Dexterity	F	Operating tools or machinery
Kneeling	F	Repairs, inspections
Crouching	F	Repairs, inspections
Crawling	C	Repairs, inspections
Bending	C	Repairs, installs, inspections
Twisting	C	Repairs, installs, inspections
Climbing	F	Ladders, stairs
Balancing	F	On ladders, stairs
Vision	C	Inspections, using equipment, driving, reading, computer monitor
Hearing	C	Communicating with personnel and general public, listening for mechanical irregularities
Talking	F	Communicating with personnel and general public
Foot Controls	O	Operating vehicles and machinery
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Various hand and power tools, vehicle, saws, drills, computer, Insight 3.2, EMS, Sibe DDS

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	W	Extreme Temperatures	S
Electrical Hazards	W	Noise and Vibration	M
Fire Hazards	M	Fumes and Odors	D
Explosives	N	Wetness/Humidity	M
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	X
Vehicle	--
Outdoors	X
Other (see 2 below)	X

- (1)
- (2) Parking garages

**PROTECTIVE EQUIPMENT REQUIRED:**

Eye protection, ear protection, steel toe boots, gloves, dust masks, safety vests

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)