

SENIOR MAINTENANCE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS:

This is an important position involving the supervision and performance of a variety of buildings and grounds maintenance and repair tasks of a skilled nature. The work involves responsibility for the efficient and economical maintenance of large buildings and the surrounding grounds. The work is performed under the general supervision of a Project Manager, Head Maintenance Mechanic or other higher level position. Supervision is exercised over subordinate maintenance personnel, whose work may involve specialization in one or more of the skilled trades in the building maintenance area.

TYPICAL WORK ACTIVITIES:

1. Leads and participates in the repair and maintenance of the interior and exterior of buildings including: grounds upkeep, window glazing, sheet metal work, slate, tar and gravel roof repair;
2. Leads and participates in the repair and maintenance of plumbing and heating facilities including washrooms and related piping, traps, storm drains, gas lines, boilers, furnaces and various types of control apparatus;
3. Leads and participates in the repair and maintenance of electrical equipment including ventilators, motors and controllers, stage and room lighting, electrical oil burning equipment and controls, power machinery in various school shops, all portable electric machinery and miscellaneous pumps;
4. Makes regular inspections of buildings and grounds to insure that proper cleaning and maintenance procedures are maintained;
5. May schedule and assign cleaning and maintenance work to be performed by subordinate personnel;
6. May check to insure that all buildings are heated, cleaned, locked and unlocked, and in readiness for all activities;
7. Schedules and supervises preventive maintenance operations;
8. When employed by a school district, may lead and participate in the preventive and corrective maintenance operations of the sewage treatment plant;
9. Keeps maintenance records and makes reports of activities carried on;
10. Keeps inventory records and reorders necessary parts;
11. May compute and submit maintenance budget requests;
12. Inspects and otherwise exercises control over work performed by outside contractors;
13. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of building cleaning and maintenance practices and procedures, supplies and equipment; through knowledge of the tools, terminology and practices of one or more of the skilled trades involved in building maintenance, such as plumbing, electrical, carpentry or steam-fitting; ability to plan and supervise the work of others; ability to learn safety procedures and practices; ability to learn sewage treatment plant operation and maintenance; ability to follow moderately complex oral and written directions; ability to make decisions on day-to-day maintenance and custodial matters; mechanical aptitude; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Two (2) years of work experience as a journeyman in a skilled trade, such as plumbing, steam-fitting, electrical or carpentry;
- OR: (B) Four (4) years of work experience in either general building construction or in building maintenance work;
- OR: (C) An equivalent combination of training and experience sufficient to indicate ability to perform the duties of the position.