

## General Mechanic

<b>DEPARTMENT:</b>	Buildings & Grounds	<b>REPORTS TO:</b>	Day Service Manager
<b>WORK SCHEDULE:</b>	12 months	<b>COMPENSATION:</b>	<a href="#">Support Staff Salary Schedule</a>
<b>FULL/PART TIME:</b>	Full Time	<b>FLSA STATUS:</b>	Non-Exempt

### Position Description

The General Mechanic position supports the district by providing general maintenance to the buildings to keep them in safe and functional condition. Responsibilities include troubleshooting and repairing electrical equipment and systems, HVAC equipment, plumbing fixtures, and food service equipment to ensure adherence to federal, state, and local safety codes and regulations.

Task Title	Essential Job Functions	Percent of Time Spent
General Maintenance Operations	<ul style="list-style-type: none"> <li>Review, evaluate and make recommendations to the Director of Buildings and Grounds, Director of Technology Services and District service managers concerning the technical aspects of operation of new electrical/communication systems and equipment installed through district construction programs.</li> <li>Collaborate with district architects, contractors, and staff in designing proposed improvements and additions to district electrical/communication systems.</li> <li>When necessary, repair all food service equipment as required. Discuss possible causes for malfunctions with food service personnel to ensure safe operations of all food service equipment.</li> <li>When necessary, provide safe food storage for food services department by maintaining large storage facilities, freezers and coolers.</li> <li>Assist in the maintenance and repair of HVAC systems when needed and evaluate need for repairs.</li> </ul>	30%
Electrical Support	<ul style="list-style-type: none"> <li>Assists with planing, assembling, maintaining and installing electrical, power, lighting (including HID) and communication systems.</li> <li>Assists with locating, troubleshooting and repairing electrical and communication system problems.</li> <li>Assists with installing, maintaining and repairing ADA doors and remotes.</li> <li>Assists with performing preventative and corrective maintenance, monitoring and adjusting electrical, access control and communication systems as required to ensure efficient code compliant and safe electrical, access control and communication systems management for the Kirkwood School District.</li> </ul>	20%

	<ul style="list-style-type: none"> <li>● Assists with installing and repairing electrical equipment and systems.</li> <li>● Assists with installing a variety of test equipment to locate and repair malfunctions; adjust relays and circuit breakers as needed.</li> <li>● Assist in programming and maintaining building automation systems; install electrical components and replace lighting fixtures to ensure electrical systems are functional</li> </ul>	
Carpentry	<ul style="list-style-type: none"> <li>● Conduct basic carpentry support including dry wall repairs, painting, flooring/tile maintenance, and window repair.</li> </ul>	20%
Plumbing	<ul style="list-style-type: none"> <li>● Maintain and repair a wide range of school plumbing fixtures.</li> <li>● Interpret plumbing blueprints and drawings.</li> <li>● Select required equipment and materials and determine most efficient and safe installation method for each job to ensure appropriate plumbing materials are used for plumbing operations.</li> </ul>	20%
Building Safety Support	<ul style="list-style-type: none"> <li>● Conduct regular maintenance to ensure all building systems function properly and adhere to Federal, State, and Local safety codes and regulations.</li> <li>● Assists with inspecting, maintaining, and repairing fire alarms, clocks, bells, switches, generators, and sensors.</li> <li>● Assists with updating emergency lighting to LED lighting.</li> <li>● Maintain and update all safety egress lighting systems.</li> </ul>	10%
Other	<ul style="list-style-type: none"> <li>● Other duties as assigned.</li> </ul>	

The intent of this job description is to provide a representative description of the types of duties and responsibilities required this position. Employees may be asked to perform other job-related duties as assigned.

### Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees,
- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact a functional area or department.

### Qualifications

#### Required

- **Education:** High school, GED, or Technical School graduate
- **Licensure:** Driver's License required travel between job sites.
- **Certificates, Certifications, or Other Training: Previous Work-Related Experience:** 1-3 years

#### Preferred

- Two years of college or a technical degree.
- Refrigerant Recovery Certification and EPA Certification
- A broad knowledge of electrical, HVAC and plumbing principles, operations, repair, safety practices and codes (National Electric Code) required.

## Knowledge & Skills

### Knowledge

- **Advanced:**
  - Custodial/Grounds/Maintenance: Machines and tools, including their uses, repair, and maintenance.
  - Customer and Personal Service: Principles and processes for providing customer and personal services.
  - Law/Government: Local, state, and national laws and government regulations including safety and building codes.
- **Expert:**
  - Skilled Trades and Construction: Materials, methods, and the tolls involved in the construction or repair of buildings or other structures.
  - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.

### Skills

- Constantly (More than 5.6 hours or 69% of the day): Mathematics, Reading Comprehension, Speaking, Active Learning, Active Listening, Critical Thinking, Learning Strategies, Monitoring, Time Management, Coordination, Instructing, Negotiation, Service Orientation, Social Perceptiveness, Complex Problem Solving, Judgement/Decision-Making, Systems Analysis, Systems Evaluation, Equipment Maintenance, Equipment Selection, Installation, Operation and Control, Troubleshooting
- Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day): Science, Writing, Management of Financial Resources, Management of Material Resources, Operation Monitoring, Repairing,
- Occasionally (Up to 2.5 hours or 32% of the day): Management of Personnel Resources, Persuasion
- Rarely (Less than 1 hour or 12% of the day): Operations Analysis, Programming, Quality Control Analysis, Technology Design

## Working Conditions

### Physical Demands

- Constantly (more than 5.6 hours or 69% of the day): Walking, Climbing, Finger Dexterity, Multi-limb Coordination, Repetitive Motion, Hearing, Color Vision
- Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day): Crouching/Kneeling, Balancing, Carrying/Lifting, Pulling/Pushing, Reaching
- Rarely: (Less than 1 hour or 12% of the day): Crawling, Sitting

### Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods on concentration on complex tasks).

### Work Type/Physical Demands

- *Heavy work:* Heavy work: Exerting 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly to move objects.

**Working Environment**

- *High risk and discomfort level:* The work environment involves high risks with exposure to potentially dangerous situations or hazardous environmental conditions that require special safety precautions, e.g., working at great heights, working in extreme temperatures, exposure to fumes or toxic substances, or risk of a possible physical attack. Employees may be required to wear specialized protective clothing or gear, such as breathing apparatus or a safety harness.

**EEO Statement**

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

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