

MAINTENANCE MECHANIC II (GROUP OF CLASSES)

DISTINGUISHING FEATURES OF THE CLASS: This is skilled work requiring a high level of technical knowledge in a particular trade skill and involving some operational level administrative duties including the leading of a small work crew. Although the work may be performed in and about any public work structures or mechanical assemblies where the trade skill is needed it is commonly performed in public use buildings. The work differs from a Maintenance Mechanic I by the need for a higher level of technical knowledge of the skill and differs from a supervisory level title in its single trade skill concern and the limited administrative and supervisory responsibilities. The work is performed under the general direction of a maintenance supervisor or administrator. Employees in this class may be on call at times other than regularly scheduled times. Does related work as required.

TYPICAL WORK ACTIVITIES:

Makes routine inspections of buildings, grounds and equipment for determining trade maintenance needs;

Plans and assigns work to maintenance crew and inspects work projects;

Leads in the maintenance, repair and minor construction of buildings and/or building facilities and equipment;

Instructs custodians in routine, minor repair techniques;

Inventories and requisitions materials, supplies and tools;

Provides information for the planning and implementation of a program of preventative maintenance;

Submits budget estimates for trade;

Maintains records and prepares reports;

May perform semi-skilled maintenance work in other craft fields;

May, in time of emergency, perform general maintenance duties as required including but not limited to snow and ice removal, temporary window repair, water cleanup for flooding or other water-related emergencies, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of materials, practices, tools, terminology and safety precautions of the trade in which employed; skill in the use of the tools of the trade; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to plan, schedule, lay out and direct the work of mechanics and helpers; ability to maintain an inventory and storage system; ability to prepare activity records and reports; mechanical aptitude.

MINIMUM QUALIFICATIONS: Six (6) years of construction and/or maintenance experience in the trade skill of the class. (Time spent as a laborer or trade helper will not be considered qualifying).

NOTE: High school vocational training or technical school training or formal apprenticeship training in a trade skill may be substituted for experience on a year-for-year basis.

TYPICAL TRADE SKILLS:

Automotive

Carpentry

Electrical

Glazing

Heating, Ventilating, & Air Conditioning

Locksmith

Masonry

Painting

Plumbing

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Non-competitive