

CLASS TITLE

Maintenance Mechanic

JOB SUMMARY

This type of work involves the performance of semi-routine and diversified duties in connection with repairs to and maintenance of building and grounds requiring many skills such as carpentry for woodwork repairs, minor plumbing repairs, electrical and painting work. Is expected to have knowledge of and manual skills in repairing such items as plumbing and heating valves and pipes, electric switches, stoves, and refrigerators; windows and doors and other wood materials, mechanical equipment (e.g. snow blowers, mowers, hedge clippers), and in carrying out a full set of maintenance duties may be required to work under hazardous and adverse conditions such as sleet, snow, heat, dust and dirt.

SUPERVISION RECEIVED

Receives general supervision from Maintenance Foreman. Carries out work assignments after being provided with work schedule, determines work methods and techniques for accomplishing. Supervisor spot checks work while in progress and upon completion for acceptability.

SUPERVISION GIVEN

May provide work direction and guidance to a small number of laborers or aides, but generally works independently and exercises a great deal of independence or judgment in resolving problems in the act of repairing buildings and appurtenances.

PRINCIPAL DUTIES

1. Independently performs a wide range of building and grounds repairs and maintenance functions, calling for physical exertion frequently.
2. Repairs plumbing fixtures and pipes, such as toilets, sinks, drains, valves, and controls.
3. Digs ditches and holes to uncover leaks, and once found, repairs leaks to pipes and valves.
4. Repairs burner controls and switches, and repairs electric ranges, and performs minor electrical work on refrigerators.
5. Repairs or replaces electrical switches, outlets, lighting fixtures, circuit breakers, fuses, et al.
6. Repairs windows, doors, door frames, locks, and mailboxes.

7. Repairs alarm systems, including controls.
8. Repairs mechanical equipment, such as snow blowers, power mowers, hedge clippers, and other pieces generally used by the maintenance force.
9. Checks condition of boiler rooms blows down boilers, and makes repairs to oil pumps and valves; generally, maintains the condition of the boiler room in satisfactory condition.
10. Orders materials, supplies and equipment for own purposes and for others working on a team, and may lift heavy objects into place.
11. Inspects apartments for maintenance work to be done, usually as a result of a tenant request or work order.
12. Must have knowledge of and skill in using a wide range of hand tools and equipment, such as drills, hammers, pliers, electrical testers, hand and power saws, cutters, plungers, tap and dies, wire brushers, et al.
13. Is on call with a rotating basis with other maintenance employees.
14. Performs several grounds keeping tasks including trimming, mowing, and planting.
15. Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

1. Working knowledge of and skill in applying knowledge in plumbing, electricity, heating, carpentry, painting and mechanical equipment.
2. Ability to read blueprints, drawings, and technical documents.
3. Ability to perform complicated building maintenance tasks of varying difficulty independently.
4. Knowledge of tools and methods to be used in a wide range of building maintenance work.
5. Knowledge of occupational hazards and safety measures.
6. Ability to direct the work of others, such as laborers, and aides.
7. Ability to understand and carry out oral and written instructions.
8. Ability to maintain acceptable working relationships with co-workers.
9. Ability to work hazardous and adverse conditions, such as: sleet, snow, heat, cold, dust and dirt, as well as cramped quarters and high places.
10. Ability to lift heavy objects into and out of the truck, or other carriers.

TRAINING/EXPERIENCE

The nature of the work requires a great deal of prior building

maintenance experience in at least three areas or work; plumbing, electrical work, and carpentry. Should have personally performed many of the skills normally required of a journeyman and be able to demonstrate their possession. Training in blueprint reading is highly desirable. Good physical health is a prerequisite, as is the possession of a Massachusetts drivers license. Should be able to demonstrate an ability to lift objects of moderate weight.