

**Classification Title: Mechanic**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Performs general maintenance and repairs on facilities, sites, and infrastructure in the areas of plumbing, sprinkler systems, HVAC, electrical, fire/life safety systems and generators; provides maintenance and repair of landscaping, horticulture, hard surfaces, and open space construction; all work must conform to all safety standards and regulations. Performs preventive maintenance in facilities and on systems and responds to calls for service.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

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

#	Code	Essential Functions
1	H	Responds to work orders or requests for services. Makes emergency repairs to facilities and equipment operations. Determines equipment and supplies to be used in repairs.
2	H	Moves furniture, removes and installs equipment such as televisions and video recorders, removes and installs carpets and designs and builds cabinets or furniture.
3	M	Designs, fabricates, and constructs special products for specific areas or projects. Orders and prepares materials and works through completion of project.
4	V	Troubleshoots and repairs all types of equipment and/or facilities such as chillers, cooling towers, boilers, plumbing, piping and sprinkler systems. Cleans and repairs internal areas, replacing used or worn out parts.
5	H	Performs preventive maintenance in buildings and on equipment. Replaces lights, wiring, plumbing parts, pumps and performs related services as needed or requested.
6	V	Responds to emergency and natural disasters and provides first response for clean up and debris removal. Removes ice and snow from roadways, removes fallen limbs and trees and applies sand and other chemicals.

**CLASSIFICATION REQUIREMENTS:**

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Education	High school diploma.
Experience	Two years of experience in related general or specialized trades.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a "safe" driving record may be required and/or specialized licenses may be required.
Reading	Intermediate
Math	Intermediate
Writing	Basic
Managerial	Receives immediate direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires regular contact with individuals and may require providing advice to others on specific issues and/or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

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

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

Hand and power tools, plumbing equipment, electrical equipment, HVAC equipment, trucks

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	X Other (see 2 below)

(1) N/A

(2) Indoor and outdoor facilities, crawlspaces.

**PROTECTIVE EQUIPMENT REQUIRED:**

Hardhats, safety shoes and vest, eye and hearing protection, dust mask, gloves