

Classification Title: Master Mechanic

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Builds, installs, maintains and repairs facilities infrastructure in the areas of plumbing, sprinkler systems, HVAC, electrical, fire/life safety systems and generators, conforming to all safety standards and regulations. Performs advanced and highly skilled level repairs and operations to Emergency Response vehicles, pursuit vehicles, cars, trucks and equipment. Designs and builds custom furniture such as cabinets, desks or shelves. Performs preventive maintenance in facilities and on systems and responds to calls for service. Monitors computerized equipment, diagnosis problems and makes or arranges for repairs. May be licensed, depending on specialty.

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, emergencies, or requests for services. Assigns duties to co-workers depending on areas of expertise.
2	M	Diagnoses problems and makes complex emergency repairs to facilities, vehicles and equipment. Performs preventive maintenance on complex systems.
3	V	Troubleshoots large systems or vehicles which could be electrical, life safety or highly complex. Orders and prepares materials and works through completion of project. Cleans and repairs internal areas, replacing used or worn out parts.
4	V	Performs preventive maintenance in buildings and on equipment and vehicles. Maintains records and logs of work performed.
5	H	Loads and unloads materials and equipment.
6	H	Fabricates or builds items such as custom cabinets, shelves or desks. Assists in the construction and completion of specialized renovation or building projects.

CLASSIFICATION REQUIREMENTS:

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Education	High school diploma.
Experience	Three years of experience in related general or specialized trades.

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid commercial license and a “safe” driving record may be required and/or specialized licenses may be required.
Reading	Intermediate
Math	Intermediate
Writing	Intermediate
Managerial	Receives Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

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