
Job Title:	Building Mechanic
Reports to:	Director of Maintenance
Department:	Department of Maintenance
Wage Status:	Nonexempt
Pay Grade:	Auxiliary/Level 5 (240 days)
Date Revised:	November 2019

Primary Purpose:

Under general supervision, perform semi-skilled work, to maintain building systems and equipment. This position provides manual work in building trades, but not limited to: general carpentry, painting, plumbing and electrical.

This position is expected to assist in maintaining buildings, via repairs, replacement equipment, and preventative maintenance, in a manner that is attractive, safe, and complies with N.E.C. and city codes.

Qualifications:

Education/ Certifications:

High School Diploma or G.E. D.

Must have a valid Texas driver's license and a good driving record.

Must have the ability to read and understand written and verbal instructions.

Special skills/ knowledge:

- General knowledge to assemble and install equipment, furniture, appliances, and fixtures using common hand and power tools.
- Assist craftsmen in diagnosing malfunctioning systems, apparatus, and components.
- Must be able to lift and move heavy objects or equipment.
- Assist craftsmen to inspect building systems, equipment, and components.
- Help all trades in identifying hazards or malfunctioning equipment.
- Knowledge of chemicals used in maintaining building systems.
- Understand and follow safety procedures and rules.
- Work from scaffolds, ladders, lifts, and on roof tops.
- Work with others on assigned tasks.
- Perform physical demanding tasks, such as digging holes, trenches, cutting trees, or clearing drains.
- Must be able to recognize different colors of wire for specific wiring purposes.
- Provide assistance during emergencies by helping craftsmen to operating flood lights, generators, and emergency equipment.

Experience:

Prefer 3 years of experience in general construction field. Emphasis on educational and commercial buildings. The department is willing to accept other work experience in a related field.

Major Responsibilities and Duties:

1. Estimate and select materials or parts for small and medium sized job assignments.
2. Repair roofs, gutters, sinks, commodes, faucets, water fountains, and unstop drains.
3. Receive and complete work orders on a computer based program.
4. Maintain accurate records of time and materials used.
5. Inspect work upon completion and ensure areas are left clean of debris and the area is secure.
6. Work with supervisors, administrators, principals, teachers, city inspectors, and contractors to complete jobs assignments.
7. Light replacement or repairs including ballast, light fixtures, starters, and switches.
8. Assist in repair or replacement of HVAC equipment, including thermostats and motors.
9. General maintenance on HVAC equipment, including filters, belt replacement, scheduled lubrication of motors and equipment.
10. Maintain records and necessary paperwork repairs to electrical equipment and systems.
11. Respond to emergency calls as needed.
12. When necessary departmental needs may require some work on weekends, holidays, and or emergencies.
13. Maintenance personnel will be on duty when district facilities are declared emergency shelters.
14. Other duties assigned.

Safety:

15. Perform preventative maintenance on tools and equipment.
16. Operate tools in a safe and efficient manner and according to safety standards.
17. Ensure equipment is in safe operating condition.
18. Follow established safety procedures and techniques to perform job duties.
19. Correct unsafe working conditions and report unsafe conditions to your supervisor.
20. Follow proper use of Material Safety Data Sheets of chemicals commonly used on the job.
21. Perform emergency work as dictated by emergency shelter accommodations to provide safety to evacuees.

Supervisory Responsibilities:

Reports to the Director of Maintenance. May receive task directives from department coordinators and craftsmen for tasks on various projects.

Equipment used:

Power saw, power drills, ratchets, wrenches, air compressors, sewer equipment, portable lighting, lifts, light truck or van, fork lift, backhoe, trencher, tractor, pressure washer, step ladder, extension ladder, water pump, wet vacuum, shop vacuum, grinder, portable generators, computer, multi-meter, laser thermometer, cellular phone, shovel, hoe, rake, and other job related equipment.

Working Conditions:**Mental, Physical, and Environmental Factors:**

Continued standing, walking, climbing of stairs, ladders, and into lifts. Bending, carrying, kneeling, reaching, lifting, some of the parts and equipment are heavy. Working in tiring and uncomfortable positions due to equipment locations. Exposure to loud noise (some hearing protection may be required). Outside exposures to extreme heat, dust, humidity, rain, and cold depending on weather conditions. High work, i.e. on roofs, lifts, scaffolds, and towers. Frequent district travel within the city. Maintenance employees may be called upon to work weekends, after normal working hours, and for special projects or emergencies. Uniforms are provided with identification badges and shall be worn according to departmental policy.

The foregoing statements in general describe the purpose and responsibilities assigned to this job and are not an exhaustive list of all duties that may be assigned or required.

Received by: _____ Date _____