

GVRC - MAINTENANCE MECHANIC

GENERAL STATEMENT OF DUTIES: Performs a wide variety of building and equipment maintenance tasks; coordinates work of lower level maintenance staff; performs related duties as required; works under general direction of the GVRC Director.

STATEMENT OF TASKS:

Coordinates maintenance activities for lower level maintenance staff;
Trains lower level staff;
Repairs office furniture and other office equipment;
Constructs buildings and performs concrete and masonry work;
Performs repair work and maintenance on kitchen equipment;
Performs rough and finish carpentry and painting on County facilities and equipment;
Services, repairs and installs HVACR systems including inspection and rebuilding boilers;
Services, repairs and installs plumbing;
Services, repairs and installs mechanical equipment;
Services, repairs and installs electrical systems;
Monitors computerized temperature control systems;
Monitors and performs checks on the emergency generator system;
Monitors facility for security and physical problems;
Maintains and cleans fleet vehicles;
Replaces lights and ballasts as needed;
Maintains the facility key system;
Assists with lawn care and snow removal as needed;
Assists with unclogging toilets and drains as needed;
Acts as back up for agency errand runs, stock orders and deliveries.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of power and hand tools used in building and equipment maintenance;
Good knowledge of the carpentry, painting, plumbing, HVACR and electrical trades;
Ability to operate power equipment safely and effectively;
Ability to use tools safely and effectively;
Ability to understand and follow complex oral and written instructions;
Ability to utilize a computer;
Ability to handle pesticides safely;
Ability to attend work regularly and work under stressful conditions.

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MINIMUM QUALIFICATIONS:

High school diploma or equivalent and four (4) years experience in building maintenance including equipment maintenance and repair.

Established: July 10, 2002

Revised: April 4, 2011


Human Resources Director