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Specifications for the Classes:

MAINTENANCE MECHANIC I and II

DISTINGUISHING CHARACTERISTICS

MAINTENANCE MECHANIC I – This is the fully competent worker in the series. Independently performs skilled mechanical repair work in the adjustment, maintenance and repair of a wide variety of machinery and equipment such as water pumps, mechanical laundry equipment, refrigeration and air conditioning equipment, and kitchen equipment as a regular and continuing work assignment in accordance with diagrams, sketches, operating manuals, manufacturer's specifications and basic trade practices. May occasionally supervise one or more unskilled or semi-skilled helpers assisting in the work.

MAINTENANCE MECHANIC II – This is the working supervisor in the series. In addition to performing skilled mechanical repair work, supervises the work of skilled maintenance mechanics as a continuing work assignment including setting the pace and quality of work.

Examples of Duties: (Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)

MAINTENANCE MECHANIC I – Services and maintains high and low pressure boilers; cleans fuel nozzles, air screens and inspects piping and valves; services and repairs kitchen equipment, such as mechanical potato peelers, electric toasters, meat saws, steam cookers, mixers, oil, gas or electric stoves, or ovens and electric powered ventilators; repairs laundry machinery and equipment such as wash wheels, extractors, tumblers, mangles, ironers and pressers; performs routine maintenance work to laundry equipment such as oiling machinery, covering mangles, packing valves and installing flexible steam cables on pressers; inspects pumps, motors and machinery of the water system and makes adjustments and repairs to pumps, motors and piping; makes periodic inspections of refrigeration machinery and equipment such as ice-making machinery, cold storage refrigerators, water coolers, milk coolers and commercial kitchen refrigerators; services refrigeration equipment during inspection trips by oiling moving parts, replacing belts, checking and adjusting pressure and suction gauges, cleaning and defrosting coils, tightening expansion valves and checking and regulating temperature controls; removes motors, compressors, coils and other parts from coolers and refrigerators and installs new motors, compressors, coils and related parts and equipment; services and maintains a

wide variety of electric motors, switches, clocks, appliances and equipment; repairs door locks; repairs power lawnmowers; services, maintains and repairs water pumps, air compressors and other small construction and maintenance equipment; occasionally performs oxyacetylene and electric welding when repairing equipment; occasionally supervises helpers, wards or inmates who assist in maintaining or repairing mechanical and electrical equipment.

MAINTENANCE MECHANIC II – Supervises and participates in the adjustment, maintenance and repair of a wide variety of machinery and equipment; in addition to performing skilled mechanical repair work, plans, lays out, assigns and reviews the work of subordinates; works alongside subordinates to set pace and quality of work; instructs and monitors the safe and proper use of equipment and tools; inspects machinery and equipment for needed repairs; reads and interprets blueprints or sketches; estimates material and labor costs; submits requisitions for supplies, materials, and equipment; prepares reports of work accomplished.

MINIMUM QUALIFICATION REQUIREMENTS

Experience and Training:

MAINTENANCE MECHANIC I – Three (3) years of work experience in performing the mechanical repair and maintenance of a wide variety of mechanical and electrical equipment; or any equivalent combination of training and experience.

MAINTENANCE MECHANIC II – Five (5) years of work experience in performing mechanical repair and maintenance of a wide variety of mechanical and electrical equipment, of which one (1) year shall have been as a fully competent maintenance mechanic; or any equivalent combination of training and experience.

Knowledge and Abilities Required:

Knowledge of: Practices and methods in the mechanical repair trade, including safety procedures; the tools, equipment and materials used in the mechanical repair trade.

Ability to: Use the power and hand tools common to the mechanical repair trade; detect malfunctions in operating machinery and make repairs; estimate material, parts and labor necessary to perform mechanical maintenance jobs; recognize hazards typical of the work; understand and follow oral and written instructions; perform heavy lifting, moving and other manual work typical of the class. In addition, for the Maintenance Mechanic II, ability to plan, lay out and review the work of other skilled maintenance mechanics; understand, give and follow oral and written instructions; and keep records and make reports.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the specifications for the classes MAINTENANCE MECHANIC I & II which were approved on November 29, 1984.

DATE APPROVED: 8/30/2013



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