

**CITY OF STUART
JOB DESCRIPTION**

Title: MAINTENANCE MECHANIC

Department: Public Works Building Maintenance Team

Job Code: 8010

Grade: I08

Exempt status: Non-Exempt

CHARACTERISTICS OF THE CLASS

Under the general supervision of Team Leader II, this is skilled work in the electrical, construction, installation, repair, and maintenance of buildings, structures, facilities, containers, equipment, machinery, pipes, etc. Responsibilities include assuring the efficient and safe mechanical and electrical operation of machinery and equipment. Work involves the application of knowledge of electrical and one or more of the following: mechanical, plumbing, electrical and other construction trades. Work is reviewed through observation and competed work orders for results obtained.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Operates a variety of standard and specialized hand and power tools.
2. Electrical repairs to include street light repair, repair/replace ballasts, outlets, wire pumps, standard electrical repairs.
3. Inspects, repairs, services, paints, and maintains structures, small motors and equipment.
4. Replace broken valves, leaky pipes, faulty faucets, and performs other general plumbing tasks.
5. Performs new, rough and finished carpentry work in constructing forms, cabinets, etc. including installing hardware.
6. Performs routine plastering and painting assignments; installs asphalt, vinyl and ceramic tile; performs routine

Maintenance Mechanic Building Maintenance Team - continued

- roof repairs; makes repairs to plastic, wood, concrete, plaster, rubber and/or other materials used in buildings.
7. Maintains maintenance and service records, work completed and tools used records.
 8. Drives small truck to transport coworkers and materials.
 9. Assists and may lead other mechanics and personnel as required.
 10. Reads blueprints, sketches, schematics and estimates, calculates orders

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

High School Diploma or GED; supplemented by two (2) years experience in a variety of electrical, construction, mechanical, plumbing and general trades; or an equivalent combination of vocational/technical school training in trade areas; or an equivalent combination of training and experience. Basic computer skills preferred.

Must possess a valid Florida driver license.

B. Knowledge, Abilities and Skills:

Knowledge of the occupational hazards and safety precautions associated with the trade.

Ability to diagnose problems and perform routine and complex maintenance and repairs on related equipment.

Ability to maintain accurate records and prepare reports.

Ability to communicate effectively, orally and in writing.

Ability to read and interpret mechanical drawings.

Maintenance Mechanic Building Maintenance Team - continued

Ability to establish and maintain effective working relationships with other employees and superiors.

Skill in the use of standard and specialized hand and power tools.

Skill in electrical, carpentry, plumbing, and masonry.

C. Physical Requirements:

Task involves frequent walking on rough and uneven grounds; standing, bending, stooping, stretching, reaching; lifting and carrying objects of moderate to heavy weight (50-100+ pounds). Task involves the frequent use of coordination and manipulative skills in performing a variety of tasks with the full range of eye-hand coordination; or the skilled and complex operation of equipment and tools calling for adherence to exacting standards of depth, grade, dimensions, and contours.

D. Environment Requirements:

Task may require frequent exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires color perception and discrimination.

Task requires sound perception and discrimination.

Task requires odor perception and discrimination.

Task requires depth perception and discrimination.

Task requires texture perception and discrimination.

Task requires visual perception and discrimination.

Task requires oral communications ability.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Public Works Director

Received by: _____ Date: _____
Employee