

**CITY OF STUART  
JOB DESCRIPTION**

**Title:** MAINTENANCE MECHANIC  
**Department:** Public Works Building Maintenance Team  
**Job Code:** 8010  
**Grade:** 7  
**Exempt status:** Non-Exempt

**CHARACTERISTICS OF THE CLASS**

Under the general supervision of the Building Maintenance Coordinator or Deputy Public Works Director, incumbent is responsible for the maintenance and repair of buildings, structures, equipment, machinery, pipes, etc. Responsibilities include assuring the efficient and safe mechanical and electrical operation of machinery and equipment, assisting in the installation of new equipment, and repairing and maintaining equipment. Work is reviewed through observation and completed work orders for results obtained.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

1. Install new and repair existing irrigation systems.
2. Maintains facilities and area including but not limited to grounds, equipment and structures, replaces bearing, broken valves, leaky pipes, and faulty faucets, inspects, repairs, services, paints, and maintains structures, pumps, wells, motors and equipments.
3. Operates heavy equipment, standard and specialized hand and power tools.
4. Cleans tanks, structures and equipment as directed; maintains facilities and grounds.
5. Maintains maintenance and service records, work completed and tools used records.
6. Performs new, rough and finished carpentry work in constructing forms, cabinets, etc. including installing hardware.

**Maintenance Mechanic Building Maintenance Team - continued**

7. Assists other mechanics, welders and other personnel as required.
8. Erects, repairs fences enclosures, sports facilities, etc.
9. Performs routine plastering and painting assignments; installs asphalt, vinyl and ceramic tile; perform routine roof repair; makes repair to plastic, wood, concrete, plaster, rubber and/or other materials used in buildings.
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 five (5) years experience in electrical and mechanical maintenance and repair; or an equivalent combination of training and experience. Basic computer skills preferred.

Must possess a valid State of Florida driver's 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 carpentry, electrical, plumbing, and masonry.

**C. Physical Requirements:**

Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, kneeling, stooping, working in confined spaces, stretching, reaching and lifting or carrying moderately heavy (25-50 pound) items and occasionally very heavy (100 pounds or over) items; Tasks involve the frequent use of eye hand coordination and manipulative skills in performing a variety of tasks with the full range of hand and power tools and shop equipment; or the skilled and complex operation of heavy equipment 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.