

**POSITION DESCRIPTION**

**MAINTENANCE MECHANIC II**

DATE: \_\_\_\_\_

REVISED DATE: \_\_\_\_\_

POSITION GRADE: \_\_\_\_\_

REPORTS TO: Maintenance Superintendent

POSITION SUMMARY: This is the highest classification maintenance mechanic which requires advance skills or certification. Personnel in this classification must have the ability to be certified in one or more of the trades classifications but will perform a wide range of maintenance-related tasks outside their primary area of assignment or certification. The Maintenance Mechanic II is responsible to dress for the weather.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

1. Must practice safety precautions and be safety conscious at all times.
2. Performs required planned and corrective (repair) maintenance to building surfaces, fixtures, systems and equipment.
3. Performs equipment preventive maintenance tasks such as: checking for proper equipment operation; lubricating bearings, changing air filters, and changing heat exchanger and condenser coils.
4. Performs electrical and plumbing systems preventive maintenance tasks such as: inspecting plumbing fixtures for leaks and repairs, checking drain lines to insure they are free of obstruction, checking appliances for proper operation, testing light switches and electrical outlets and conducting ground fault detection tests.
5. Performs such mechanical tasks as repairing and/or replacing space temperature and HVAC equipment controls.
6. Performs such carpentry work as: hanging doors and installing windows, replacing/repairing door and window hardware, re-glazing windows, installing and/or repairing cabinets and handrails; repairing roofs, gutters and downspouts; replacing floor tiles and repairing carpet; and patching plaster walls and ceilings.

MAJOR DUTIES AND RESPONSIBILITIES: (Continued)

7. Performs such masonry work as: repairing cracked concrete, replacing broken masonry brick and ceramic tiles, re-grouting ceramic tile and sealing concrete and exterior brick walls.
8. Performs such plastering and sheetrock repair as: mixing plaster and drywall mud, removing old plaster and lathe; installing lathe, ground coat and white coat; installing and repairing drywall; bends and feathers edges to match surrounding surfaces.
9. Performs such plumbing tasks as: repairing faucet washers, seats, stems, spigots, valves, and hardware; resetting commodes, tubs and sinks; repairing water leaks, replacing and/or repairing flush valves or flush tank hardware; and clearing clogged drains and soil lines.
10. Performs such painting tasks as: preparing surfaces for painting by patching plaster holes, sanding, scraping or masking; painting with brushes, rollers or sprayers; performing touch-up painting after work in an area; spot painting metal surfaces for corrosion control, etc.
11. Performs miscellaneous maintenance related tasks for a variety of situations as directed by immediate supervisor.
12. Performs necessary manual labor to keep housing projects in a decent, safe and sanitary condition.
13. Plans, lays-out, coordinates and directs other maintenance personnel as assigned by the Maintenance Superintendent.
14. Utilizes a wide range of powered and non-powered hand tools such as drills, sanders, sewage line cleaners, saws, hammers, pillars, screwdrivers, wrenches, oilers and volt-ohm-amp meters.
15. Troubleshoots maintenance problems using visual and appropriate testing equipment.
16. Operates and makes all installations and repairs in accordance with local, state and national codes.
17. Participates in off-shift and weekend emergency maintenance coverage as scheduled. (Schedule consists of a pay period)
18. Ability to install electrical appliances.
19. Performs such other duties as may be assigned.