

POSITION DESCRIPTION

Position Title: Maintenance Mechanic (Civic Center)

Department: Maintenance

Purpose of the Position

The purpose of the Maintenance Mechanic position is to repair and maintain machinery and mechanical equipment within the Civic Center Complex, parking garages, and other buildings under the jurisdiction of the EVCBA as directed.

Organizational Relationship

Maintenance Mechanics report directly to the EVCBA Engineering and Maintenance Supervisor and may be directed by the EVCBA General Manager or any other EVCBA Supervisor.

Maintenance Mechanics may be assigned duties by supervisors that are not explicitly listed under Essential Functions.

Essential Functions of the Position

- Perform repairs and maintenance on all building systems including but not limited to HVAC, electrical, plumbing, architecture, flooring, doors, windows, furniture and other hardware and fixtures.
- Read and follow diagrams, sketches, operation manuals and manufacturer's specifications.
- Perform diagnostic tests and adjustments on devices to ensure that they are operating within recommended standards.
- Adjust machinery/equipment such as engines, motors, pneumatic tools using hand tools, power tools and precision-measuring and testing instruments.
- Observe mechanic devices in operation and listens to their sound to locate causes of trouble.
- Examine form and texture of parts to detect imperfections or changes in dimensional requirements.
- Perform pipe fitting tasks including pipe threading and copper pipe sweating.
- Dismantle devices to gain access to and remove defective parts.
- Repair or replace defective parts using hand tools and power tools and install new equipment or parts.
- Lubricate and clean parts and equipment and changes filters.

- May set up and operate various metalworking and woodworking tools to make and repair parts.
- May operate welder to complete repairs to infrastructure and equipment, fabricate parts and complete other welding projects as assigned by supervisor.
- Perform basic construction, assembly and painting.
- Use step ladders, vertical ladders, scaffolds and mechanical lifts to access valves and reach other equipment overhead.
- Use dollies, hoists, lifts, ramps and other lifting equipment to move and transport heavy equipment.
- Maneuver self and any required tools through plumbing and electrical chases, access panels, trenches and other confined areas to access equipment.
- Access equipment, valves and machinery overhead.

Work Duration

Shift: 8 hours per day

Breaks: 60-minute lunch, other breaks as needed

Overtime requirements: Overtime will be assigned by shifts as needed.

Environmental

Maintenance Mechanics are exposed to all outdoor atmospheric conditions as duties require. Exposed to extreme heat, cold and dusty conditions. Must work in close proximity to loud equipment and to moving parts. Must occasionally work in wet and soiled environments. Must access equipment in and maneuver through various confined spaces. May be exposed to toxic or caustic chemicals.

Tools and Equipment

Tools and equipment includes but is not limited to: hand tools, power tools, ladders, lifts, hoists, metal and woodworking tools, dollies, carts, communications radio, measuring equipment and gauges. Safety equipment is utilized as needed and may include: hard hat, safety glasses, hearing protection, steel toe shoes/boots, gloves, protective clothing, masks/respirators and fall arrest protection as necessary.

Physical Demands

	Rare or Not Essential	Occasional (1-33% of the workday or 3-12 reps per our)	Frequent (34-66% of the workday or 13-30 reps/hour)	Constant (67-100% of the workday or 31-60 reps/hour)
STRENGTH				
Lift		100 lbs.	50 lbs.	
Carry			X	
Push			X	
Pull			X	
MOBILITY				
Sit		X		
Stand			X	
Walk			X	
Stoop		X		
Twist		X		
Crouch		X		
Kneel		X		
Crawl		X		
Climb (stairs, ladder)		X		
Neck bend (downward)		X		
Neck extend (upward)		X		
Neck twisting		X		
DEXTERITY				
Gripping			X	
Reaching (below shoulder)			X	
Reaching (above shoulder)		X		
Fine manipulation		X		
SENSORY				
Feeling (fingers)				X
Seeing (near acuity)			X	
Seeing (far acuity)				X
Color Vision			X	
Field of Vision				X
Hearing				X
Speaking			X	

*Position description updated July 2016