

**CLASS SPECIFICATION**  
**Facilities Maintenance Mechanic**

**GENERAL PURPOSE**

Under general supervision, performs: repairs, maintenance and monitoring of a variety of mechanical heating, ventilation, and air conditioning (HVAC) equipment, and other skilled work in the construction, maintenance and repair of City-owned buildings and facilities; operates a variety of vehicles and hand and power tools and equipment; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Incumbents perform a wide range of building, electrical and mechanical repair of City buildings and facilities.

Facilities Maintenance Mechanic is distinguished from Facilities Maintenance Worker in that an incumbent in the latter class is responsible for entry-level work of a routine to semi-skilled nature. Facilities Maintenance Mechanic is distinguished from Lead Facilities Maintenance Worker in that an incumbent in the latter class is responsible for providing lead work direction to the Facilities Maintenance Mechanic and Facilities Maintenance Workers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Performs needed repairs or maintenance; regulates valves and thermostats on air conditioning and boilers for distribution of cool or warm air; performs minor repairs of HVAC equipment, installs, maintains and repairs control systems; services and maintains associated electrical equipment; inspects and services hot water boilers. Participates in the installation, troubleshooting and repair of electrical and electronic systems, machinery, motors, devices, controls and related systems; installs and tests circuits.
2. Performs skilled mechanical work in repairing existing equipment; inspects and troubleshoots refrigerant systems for leaks; performs leak repairs to include light welding or soldering; injects small amounts of refrigerant and uses gauges to adjust pressure and vacuum levels for proper operation of equipment.
3. Performs recurring maintenance and inspection of HVAC equipment. Cleans coils, condensate and drain pans, changes filters and belts, repairs minor corrosion on metal surfaces, cleans and repairs ductwork, grills and diffusers, solders copper wiring and wire components. Inspects and makes adjustments for proper operation of air conditioning equipment.
4. Performs maintenance and repair of pumps, plumbing systems, valves and gauges on water circulating systems. Repairs pipe leaks by replacing or repairing fittings, sections of pipe and

associated components. Installs water heaters and assist in installation of boilers for domestic hot water and heating hot water.

5. Operates boilers and monitors temperatures and pressures; monitors computerized control systems and corrects airflow and temperature problems. Cleans burner assemblies, tubes, and other boiler components.
6. Erects and work from scaffolding or ladders; mops floors; replaces ceiling tiles and floor coverings takes chemical readings; maintains an inventory of parts; maintains hand and portable power tools.
7. Performs a variety of skilled duties in construction, maintenance and repair of the City's buildings and facilities; conducts regular inspections of City buildings and facilities to determine needed maintenance and repairs; completes facility maintenance work requests as assigned, and documents the type of work performed, materials used and time involved.
8. Maintains records of time and materials expended; maintains refrigerant logs and records, requisitions parts and supplies; prepares activity reports and recommends acquisition of materials and supplies.
9. Performs related work as required and responds to complaints or inquiries by phone, *e-mail*, or in person.
10. *May provide technical lead direction to others.*

#### **OTHER DUTIES**

1. Operates vehicles to travel to various City sites.
2. Responds to emergency situations, including those occurring after normal working hours.
3. Maintains adequate stock of spare parts and supplies; purchases supplies and parts as needed.
4. Pulls building permits as required.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Methods, practices, techniques, tools and material used in the HVAC trade, including refrigerant management, electronic and pneumatic controls, electrical, and plumbing.
2. Operation and maintenance of a wide variety of HVAC systems, *carrier variable volume temperature systems*, hand and power tools and equipment common to the field.
3. *Basic computer skills.*
4. *State and local regulations pertaining to air conditioning and ventilating equipment and their safe use.*
5. *Occupational hazards, safe work methods and safety regulations pertaining to the work.*

**Ability to:**

1. Operate and maintain a variety of hand and power tools and equipment common to heating, air conditioning and ventilation maintenance trade.
2. Understand and follow oral and written instructions.
3. Perform heavy physical labor.
4. Use appropriate safe-work practices and equipment.
5. Keep *accurate* written records *and prepare reports* of work performed.
6. Exercise independent judgment and initiative within established guidelines.
7. *Work overtime as required.*
8. Establish and maintain effective working relationships with City management, staff, the public and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, or G.E.D. equivalent; and three years of experience at the journey level in the installation, maintenance, and repair of air conditioning and heating equipment; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

EPA Universal certification for Type I, II, and III refrigerant *is desired.*

*Possession of a Refrigeration Recycling Certification issued by the California Protection Agency is desired.*

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds, and occasionally up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City management, staff, the public and others encountered in the course of work, some of whom may be dissatisfied or quarrelsome.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in outside weather conditions and is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level is frequently loud.