

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: Rev: August 2004	CLASS TITLE: BUILDING MAINTENANCE MECHANIC	CODE: 53114
	MAJOR AGENCIES: BCC - VARIOUS	PAGE <u> 1 </u> OF <u> 3 </u>

CLASS CONCEPT: Full performance level in the Montgomery County Building Maintenance Program requiring considerable knowledge of overall building maintenance techniques and construction materials and tools; under direction, applies specific trade practices to repair, installation and maintenance tasks.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	<p>Perform, and when necessary lead or train apprentice mechanics and other lower-level maintenance or custodial classifications in performing the following maintenance skills: (These are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned at one or more County facilities. Work assignments may require travel to various County buildings or construction locations)</p> <p>Carpentry: Designs, fabricates, repairs & installs wood products (e.g., cabinets; formica tops, partitions; shelves & signs); makes repairs and alterations to buildings (e.g., floors; stairs; door frames; windows; walls; rafters & roofs); performs rough and finished carpentry work using hand tools and bench tools (e.g. drywall, lock sets, suspended ceilings, floor tile, carpeting, block walls, power equipment, building codes); performs administrative duties related to carpentry (e.g., prepares cost estimates; orders supplies, materials and equipment; reads blueprints; keeps inventory of tools and materials; keeps time, materials, work and job records).</p> <p>Electrical: Installs, maintains, troubleshoots & repairs electrical wiring systems, fixtures, controls and equipment (e.g., motors; appliances; fans; roof top units; wiring conduit; breaker panels; light ballasts; pumps and control systems; disconnect switches and fuses; 440 Volts; HVAC electrical systems; water heaters; fire & other alarm systems); has good knowledge of electrical building codes; blueprints; utilizes various electrical test equipment; determines and orders materials needed to complete jobs; operates a variety of related power equipment.</p>	<p><u>Skill in</u> 28 (skilled trade-- building maintenance, including plumbing, electrical, HVAC, and carpentry), 29 (equipment operation--hand and power tools); <u>Ability to</u> 30b (recognize unusual or threatening conditions & take appropriate action), 30e (carry out instructions in written, oral or picture form), 30f (deal with problems involving several variables in familiar context), 30g (understand system of mechanical or other procedures (e.g., bookkeeping, wiring), 30h (apply principles to solve practical, everyday problems), 31c (add, subtract, multiply & divide whole numbers), 32c (recognize safety warnings), 32j (maintain accurate records), 34b (work alone on most tasks), 34c (cooperate with co-workers on group projects), 35a (demonstrate physical fitness), 35b (demonstrate agility to move whole body quickly & easily), 35c (demonstrate strength to lift up to 80 lbs.), 35d (demonstrate dexterity to use hands &/or feet skillfully).</p>

UNUSUAL WORKING CONDITIONS: Physically strenuous; safety procedures must be followed; dirt and/or noise.	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) High school diploma or equivalent plus experience equal to five (5) years experience in building maintenance plus completion of the Montgomery County Building Maintenance Apprenticeship Program. Valid State of Ohio Drivers License.	TRAINING & DEVELOPMENT:
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	<p>HVAC: Heating, Ventilating and Air Conditioning (HVAC) system repairs and construction projects. Has good knowledge of code requirements in this area. Utilizes blueprints and operating manuals to understand, troubleshoot, repair and install various HVAC equipment such as: chillers, boilers, air handlers, control systems, cooling towers, heat exchangers, heat pumps, distribution boxes, thermostats, pumps and air compressors. Can operate all HVAC equipment on automatic, manual or computerized control. Properly lubricates bearings and equipment. Conducts seasonal tear down, inspection and repair of heating and cooling equipment. Makes necessary adjustments and repairs to heating and cooling systems to satisfy tenant demands. Troubleshoots and repairs fan-coil units. Monitors and adjusts the chemical water treatment program for boilers, chillers and cooling towers. Maintains detailed preventative maintenance records on HVAC equipment. Determines the materials needed for a job and places the order. Operates many pieces of powered equipment such as: drills, circular saw, reciprocating saw, torch, cut-off saw, pipe threading machine, etc.</p> <p>Plumbing: Plumbing repairs and construction projects. Installs various plumbing fixtures (sinks, faucets, toilets, pumps) and piping (copper, steel threaded, plastic). Operates equipment to unclog piping. Repairs and rebuilds various plumbing equipment and fixtures. Has good knowledge of plumbing building codes. Can operate, trouble-shoot and repair major pumps and systems, including: sewage ejectors, storm pumps, domestic water pumps, HVAC pumps, pressure regulators. Installs hot water heaters and expansion tanks. Repairs</p>	

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	<p>and replaces various types of valves (globe, gate, ball, check, control). Utilizes blueprints to understand and trace piping systems and control sequences. Repairs and installs drinking fountains, pipeline strainers and flush valves. Operates many pieces of powered equipment, such as: drills, reciprocating saw, pipe threading machine, torch, cut-off saw, etc. Determines the materials needed for a job and places the order.</p> <p>General Building Maintenance Tasks: Performs routine and semi-skilled maintenance tasks such as removing & installing ceiling pads, changing filters, unclogging drains, repairing door locks, painting, spackling and sanding, making equipment checks, replacing light bulbs, moving office furniture, hanging pictures and bulletin boards, moving and hauling trash, general clean-up, minor toilet and faucet repairs, operates & tests emergency generators, tests emergency lighting, inspects & tests fire alarms, inspects fire extinguishers, performs elevator fire recall tests, welds and burns using electric or gas equipment, moves records to and from record center, transports equipment & material as needed, repairs equipment & tools, performs set-up for special events, performs masonry repairs, coordinates projects with tenants, contractors and engineers, orders parts, supplies and equipment, performs snow removal and ice control, participates in computerized maintenance management system training and performs data input to system.</p>	

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
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