

ORANGE COUNTY CLASS SPECIFICATION

TITLE: MAINTENANCE MECHANIC ASSISTANT SUPERVISOR **GRADE:** 10

TITLE ABBREVIATION: MAINT MECH ASST SUP **TITLE NO.:** 6431

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** SC **FLSA CODE:** NE

DEPARTMENT: PUBLIC WORKS **DIVISION:** BUILDINGS

SUPERVISOR'S TITLE: MAINTENANCE MECHANIC SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves participating and assisting with the supervision and participating in the work involved with plant maintenance activities at an Orange County Buildings Facility to assure the plant's efficient operation and maintenance. Work is performed under the general supervision of the Maintenance Mechanic Supervisor. Immediate supervision is exercised over one or more Building Maintenance Mechanics and/or other assigned subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. On an assigned shift directs and oversees the work of a building maintenance work crew delegating and assigning work orders and maintenance procedures to appropriate personnel and assuring transfer of work to following shift;
2. Monitors all building maintenance systems and responds to malfunctions, complaints and/or emergencies in a timely and prioritized manner communicating to supervisor and/or other appropriate personnel of completed, pending and/or continuing problems;
3. Maintains timely input and schedules work in accordance to computer assisted and/or charted building maintenance programs;
4. Identifies needed parts and materials and, with approval of supervisor, orders and/or purchases in accordance to County's procurement procedures;
5. Directs and participates in carpentry, plumbing, steam fitting, electrical, mechanical and welding work and repairs;
6. Directs and participates in the work of servicing electric motors and related electrical equipment;

7. Directs and participates in the work of installing, replacing, and/or repairing electrical wiring and fixtures;
8. Directs and participates in the work of repairing various facilities involving mechanical and electrical work;
9. Directs and participates in the work of painting interior and exterior surfaces;
10. Directs and attends to the operation and care of heating and cooling systems and maintains and repairs auxiliary equipment;
11. Directs and participates in grounds maintenance activities;
12. Supervises and participates in snow and ice control operations including driving and/or operating plows, snow blowers, or related equipment, shoveling snow, spreading salt and sand, chipping ice, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the practices, tools and materials used in the maintenance and repair of buildings and equipment; working knowledge of the operation of simple mechanical equipment; mechanical aptitude; ability to follow oral and written directions; ability to plan and supervise the work of others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma and possession of a certificate of completion from a vocational/technical school program in a building trade and three (3) years of experience in general building maintenance or building trades work; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as outlined in (A) above.

SPECIAL REQUIREMENT: Must possess and maintain a valid driver's license.

REVISED: 3/20/15 AT