

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SENIOR BUILDING MAINTENANCE MECHANIC **GRADE:** 09

TITLE ABBREVIATION: SR BLDG MAINT MECH **TITLE NO.:** 6624

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

DEPARTMENT: VARIOUS DIVISION:

SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for all phases of maintenance and repair of buildings and equipment. Work is performed in accordance with established policies and procedures under the general supervision of a designated supervisor. This position differs from that of Building Maintenance Mechanic by virtue of the level of responsibility. May oversee the work of an assigned crew. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists with the planning and scheduling of maintenance and repair projects;
2. Responsible for security of tools and materials used in maintenance and repair work;
3. Directs and participates in carpentry, plumbing, steam fitting and mechanical repairs;
4. Directs and participates in servicing electric motors and related electrical equipment;
5. Directs and participates in painting interior and exterior surfaces;
6. Directs and participates in roof repairs;
7. Directs and participates in floor repair and installation;
8. Directs and participates in the operation and maintenance of high pressure and other heating systems, cooling systems and air conditioning equipment; monitors system performance, performs simple diagnostic testing and repairs, and reports malfunctions;
9. May assist electrician in installing, replacing and/or repairing electrical wiring;

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WHEN ASSIGNED TO THE DEPARTMENT OF RESIDENTIAL HEALTH CARE SERVICES:

10. May assist with the purchasing of all materials, equipment, tools, parts and contracted services for the Maintenance department within budget limitations to ensure facility is maintained in compliance with regulations and anticipated needs.
11. May direct and participate 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 materials, tools and practices used in the maintenance and repair of buildings and equipment; good knowledge of the operation of mechanical equipment; ability to plan and direct the work of others; mechanical aptitude; ability to follow oral and written directions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (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 building maintenance or a building trade and two (2) years of work experience which shall have included general building maintenance or building trades work; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as defined in (A) above; OR
- (C) Six (6) years of experience as described in (A) above.

SPECIAL REQUIREMENTS: Possess and maintain a valid driver's license.

REVISED: 07/27/17 AT