**Job Title**: Maintenance Mechanic

**Summary**: It is the responsibility of the Maintenance Employee to provide preventative maintenance services for the safety and effective facility use for District 94 as well as performs duties as assigned by the Maintenance Supervisor.

**Essential Duties and Responsibilities**: (Other duties and responsibilities may be assigned.)

* Perform preventative maintenance tasks involving various building systems (i.e. boilers, pumps, fans, VAV Boxes, valves, miscellaneous HVAC equipment, electrical systems, and plumbing systems).
* Perform major corrective maintenance involving building systems (i.e. heating systems, air handlers, fan coils, pneumatic and electrical control circuits).
* Fabricate and install pipe and tubing (i.e. copper, steel, and plastic).
* Work collaboratively with other mechanics and with supervisor to accomplish building tasks.
* Perform on-call coverage as required.
* Recognize and observe safety and good housekeeping precautions; report concerns to supervisor.
* Prevent recurring problems with regard to building systems.
* Attend meetings when assigned and contributes to discussions.
* Administer work orders quickly and thoroughly.
* Maintain District 94 quality standards for plant operations and maintenance of facilities.
* Work in a professional manner with other building and grounds personnel.
* Assist supervisor in maintenance purchasing and contractor services, as requested.
* Complete all documentation of preventative maintenance and work orders in a timely manner.
* Assist supervisor in inspecting and completing preventative maintenance tasks.

**Supervisory Responsibilities**: None

**Education, Certification, and Experience**:

* Possess an Associates Degree in HVAC, Plant Operations, Stationary Engineering, or related field with at least 3 years applicable experience. Equivalent maintenance experience, or completion of a vocational training program, or proven mechanical/electrical skills and ability in the HVAC trade, or another mechanical/electrical trade, for a period of at least 5 years of which was shown during employment will be considered.
* Knowledge of maintenance construction standards, code laws, and regulations.
* High level of analytical ability where problems are complex. Ability to troubleshoot.
* Knowledge of basic math skills related to job tasks.
* Strong knowledge of mechanical/electrical building systems.
* Ability to work independently with minimal supervision.
* Ability to observe and report potential problems.
* Ability to perform mechanical, electrical, general building and plumbing repairs.
* Ability to read blue prints, schematic diagrams, interpret instructions and prepare specifications.
* Knowledge of test and diagnostic equipment used in calibration, repair and testing of pneumatic and electric controls.
* Knowledge of software for building automation system that controls building environment.

**Skills and abilities**:

* Must be able to perform all of the duties and responsibilities of the position
* Ability to communicate effectively and accurately, both orally and in writing, in English
* Ability to establish and maintain effective working relationships with both internal and external constituents
* Ability to work independently, stay on task, multi-task, and take responsibility to complete assigned projects and duties in a timely and efficient manner

**Physical Requirements**:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Climb Ladders | F | Kneel | F | Lift/Carry > 50 lbs. | F | Push/Pull > 50 lbs. | F | Talk | F |
| Climb Stairs | F | Lift/Carry under 10 lbs. | F | Push/Pull under 10 lbs. | F | See | F | Twist | F |
| Crawl | O | Lift/Carry 10-25 lbs. | F | Push/Pull 10-25 lbs. | F | Squat | F | Walk  | F |
| Hear | F | Lift/Carry 25-50 lbs. | F | Push/Pull 25-50 lbs. | F | Stoop/Bend | F |  |  |

**Calendar/Work Schedule and Compensation:**

Annual Calendar: 259 Day Calendar

Compensation: \_\_\_ Paid per the Contractual Agreement with the WCHSTA, Inc. (salaried)

 \_X\_ Paid per the Contractual Agreement with the WCHSSSA (hourly)

 \_\_\_ Paid per the Contractual Agreement with the WCHSSSA (salaried)

 \_\_\_ Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

**Reports to**: Maintenance Supervisor

**Classification**: \_\_\_ Administrative

 \_\_\_ Supervisory

 \_\_\_ Confidential (non-certified, not covered under the Contractual Agreement with the WCHSSSA)

 \_\_\_ Certified (covered under the Contractual Agreement with the WCHSTA, Inc.)

 \_X\_ Non-Certified (covered under the Contractual Agreement with the WCHSSSA)

**FLSA Status**: \_X\_ Non-Exempt from overtime under the Fair Labor Standards Act

 \_\_\_ Exempt from overtime under the Fair Labor Standards Act