

# Job Description

<b>Human Resource Use Only</b>
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<b>Position Number:</b> <b>Step/Grade -</b> <b>Effective Date: 01/2018</b>
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## POSITION IDENTIFICATION

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**Position Title:** Maintenance Mechanic  
**Division:** Department of Public Infrastructure  
**Status:** Full-Time Non-Exempt

## SUPERVISORY RELATIONSHIPS

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**Reports to:** Buildings and Grounds Manager

## POSITION PURPOSE

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The Maintenance Mechanic performs custodial and semi-skilled work of a varied nature repairing and maintaining buildings, grounds, fixtures, machinery, and equipment.

## ESSENTIAL DUTIES

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- Performs custodial work in the care of city facilities (Rahr-West, Senior Center, City Hall, Police Department, and any other assigned facilities).
- Cuts grass, trims bushes, applies fertilizers, and cleans grounds of litter and other yard work as instructed.
- Performs snow and ice removal.
- Prepares and paints walls, floors, ceilings, trim, furniture and equipment.
- Performs routine preventative maintenance duties on building components such as but not limited to boilers, compressors, motors, and air handling units to ensure top performance.
- Assembles and repairs office equipment such as but not limited to desks, tables, and shelves.
- Performs a variety of duties in the maintenance and repair of irrigation systems.
- Inspects, maintains, and repairs machinery, electrical systems, plumbing, HVAC units, and various building components in City buildings.
- Repairs pneumatic HVAC control systems.
- Uses Building Automation System (BAS) computer to troubleshoot and adjust DDC HVAC control systems.
- Remodels existing facilities using carpentry, plumbing, and electrical skills and ability to effectively use tools necessary to perform the same.
- Repairs and re-pins locks.
- Installs, maintains and repairs a variety of floor coverings such as carpeting, tile, vinyl, and wood.

## OTHER DUTIES

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Will occasionally oversee seasonal help as assigned.

## MINIMUM POSITION QUALIFICATIONS

**Education:** A high school diploma or equivalent is required; preferably supplemented by technical trade courses; or any equivalent combination of experience or training which produces the required knowledge, skills, and abilities.

**Experience:** Proficient in the use and application of hand and power tools and diagnostic equipment necessary to perform essential functions.

**Licenses:** Valid Driver's License is required. Prefer Certification in Boiler Operation.

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**KNOWLEDGE, SKILLS, & ABILITIES**

Ability to read and interpret technical manuals, blueprints, and schematics. Ability to communicate effectively with staff members and supervisors by verbal and/or written means. Ability to apply concepts such as fractions, percentages, area, circumference, volume, power, amperage, voltage, and resistance to practical situations; ability to apply concepts of basic algebra and geometry; ability to interpret graphs and formulas.

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**BACKGROUND CHECK-** Condition of Employment

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**PHYSICAL DEMANDS**

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

**Manual Dexterity:** While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle and feel, reach with hands and arms, talk, and hear.

**Physical Effort:** The employee is required to sit, climb, balance, stoop, kneel, crouch, crawl, taste, and smell. The employee shall be able to stand on and work from ladders and scaffolding. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 75 pounds, and occasionally lift and/or move more than 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.

**Working Conditions:** While performing the duties of this job, the employee is regularly exposed to outside weather conditions and extreme temperatures. The employee is frequently exposed to moving mechanical parts and risk of electrical shock. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; confined spaces; and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.