

**CITY OF MANITOWOC**  
**POSITION DESCRIPTION**

POSITION TITLE:	<b><u>MAINTENANCE MECHANIC</u></b>
DEPARTMENT:	Department of Public Infrastructure
STATUS:	Full time
POSITION REPORTS TO:	Buildings and Grounds Manager
DATE OF DESCRIPTION:	October 2017

**SUMMARY:**

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

**ESSENTIAL FUNCTIONS:**

Performs custodial work in the care of city facilities as set forth in the Building Custodian Position Description.

Cuts grass, trims bushes, applies fertilizers, and cleans grounds of litter and other yard work as instructed.

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.

**QUALIFICATIONS**

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

**SUPERVISORY RESPONSIBILITIES:**

None. Will occasionally oversee seasonal help as assigned.

**LANGUAGE SKILLS:**

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.

**MATHEMATICAL ABILITY:**

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.

**CERTIFICATES, LICENSES, REGULATIONS:**

Must have valid driver's license.  
Prefer Certification in Boiler Operation

**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 individuals with disabilities to perform the essential functions.

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. 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.

**ENVIRONMENTAL ADAPTABILITY:**

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.

**FUNCTION OF POSITION DESCRIPTION:**

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 judgement.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disability 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.