



Class Code: 408.1  
WP Code: BldgMechanic I-II  
Established: April 1996  
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EEO Code: SM

## CLASS SPECIFICATION

City of Newark, California

### BUILDING MECHANIC I BUILDING MECHANIC II

#### DEFINITION

To perform skilled maintenance, repair, and reconstruction work related to the care and upkeep of public buildings and related public facilities.

#### DISTINGUISHING CHARACTERISTICS

Building Mechanic I – Under immediate supervision from a Maintenance Supervisor; and technical and functional supervision from a Senior Building Mechanic. This is the entry level class in the Building Mechanic series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Building Mechanic I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Building Mechanic II – Under general supervision from a Maintenance Supervisor; and technical and functional supervision from a Senior Building Mechanic. This is the journey level class in the Building Mechanic series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from the Senior Building Mechanic in that the latter performs advanced journey level duties and provides lead supervision to lower level maintenance personnel.

#### EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform skilled maintenance in the adjustment, maintenance, repair, and installation of a variety of pumps, motors, HVAC, and other mechanical equipment; recognize potential equipment failures and troubleshoot solutions.

Install, maintain, and repair live electrical systems and equipment; install conduit and new wiring and appurtenances as required; recognize potential electrical failures and troubleshoot solutions.

Construct, remodel, and repair various structural elements found in both the interior and exterior of buildings; hang doors and install windows; recognize potential structural failures and troubleshoot solutions.

## **Building Mechanic I/II**

Finish walls with paneling, wallboard, plaster, textures, and paints; install or repair floor coverings.

Construct cabinets, shelves, work tables, office furniture, benches, decks, fences, signs, and other items of wood, metal, masonry, and other materials.

Repair locks, windows, roofs, plumbing, and other equipment found in municipal buildings.

Perform skilled maintenance at an indoor aquatics facility as required, including adjusting logic controls, relays, and control boards.

Maintain records of work performed and materials used.

Perform routine preventive maintenance on tools and equipment used in the work and stock vehicles with adequate supply of tools and equipment needed to perform the work.

Work with contractors on repair assignments; may inspect contracted work to ensure that specifications and contract requirements are met.

May use a computer to enter and retrieve information related to work assignments and record-keeping.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Building Mechanic I

##### Knowledge of:

Uses and purposes of general construction and maintenance tools and equipment.

Safe work practices.

##### Ability to:

Learn to perform semi-skilled and skilled tasks related to the maintenance, repair, and reconstruction of public buildings and related public facilities; perform heavy manual labor.

## **Building Mechanic I/II**

On a continuous basis, know and understand operations, and observe safety rules. Intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing repair, installation, or maintenance tasks, perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry heavy weights; work in conditions of various outdoor exposure, at high elevations, in tight or confined spaces, using extension ladders and scaffolding, and/or subject to noise.

Learn to use a personal computer for e-mail communication and for data entry and retrieval related to work orders, supplies, hours worked.

Communicate clearly and concisely, both orally and in writing.

Work unusual/prolonged work schedules during emergencies or seasonally-caused circumstances.

Establish and maintain effective working relationships with those contacted in the course of work.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

No experience is required; some general maintenance and/or construction experience is preferred.

#### Training:

Equivalent to completion of the twelfth grade.

### License or Certificate

Possession of, or ability to obtain, a Class C California driver's license.

## Building Mechanic II

In addition to the qualifications for the Building Mechanic I:

### Knowledge of:

## **Building Mechanic I/II**

Methods, techniques, and tools used in the skilled maintenance, repair, and reconstruction of public buildings and related public facilities.

Electrical pumps, motors, HVAC and other mechanical equipment; carpentry, plumbing, electrical, and related structural maintenance trades.

Swimming pool systems and operation.

### Ability to:

Independently perform skilled work in the maintenance, repair, and reconstruction of public buildings and related public facilities.

Operate various hand and power tools to perform skilled building maintenance work.

Analyze, diagnose, and resolve building maintenance/and or equipment problems.

Read and interpret blueprints, sketches, specifications, and written instructions.

Use a personal computer for data entry and retrieval related to work orders, supplies, hours worked.

### Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

Two years of increasingly responsible experience performing building maintenance and mechanical work similar to that of a Building Mechanic I with the City of Newark.

#### Training:

Equivalent to completion of the twelfth grade, supplemented by specialized training in the maintenance and repair of buildings, mechanical equipment, or a related field.

### License or Certificate

Possession of, or ability to obtain, a Class C California driver's license.

**Probationary Period:** 6 Months

**FLSA:** Non-Exempt