



Class Code: 421.1
WP Code: Sr Building Mech
Established: May 1986
Revised: March 2006
EEO Code: SM

CLASS SPECIFICATION

City of Newark, California

SENIOR BUILDING MECHANIC

DEFINITION

Under direction from a Maintenance Supervisor; to organize, assign, and lead the work of assigned building maintenance personnel and to perform and participate in the performance of the more difficult and complex maintenance and repair tasks related to the care and upkeep of public buildings and related facilities.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Building Mechanic series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing lead supervision to lower level building maintenance staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

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

Organize, schedule, assign, and lead the work of an assigned building maintenance crew; coordinate with other departments, divisions, and agencies related to the work assigned.

Review the work of an assigned crew engaged in building maintenance activities, including construction, repair, or reconstruction of a variety of City buildings and related facilities and installation, and/or repair of mechanical systems.

Follow and maintain an established preventative maintenance work schedule; inspect work while in progress; train personnel in the safe and proper operation of a variety of tools and equipment used in building/structure maintenance and repair.

Exercise technical and functional supervision over assigned building maintenance staff; lead staff and perform the most difficult and complex work in the construction, maintenance, and repair of public buildings and related facilities, including trouble-shooting to identify problems and determine appropriate action or method of response; provide input on performance evaluations; perform the full range of building construction, maintenance and repair duties; and provide advice and assistance to lower level building maintenance staff.

Select materials and estimate material and labor costs for assigned jobs; ensure availability of supplies, materials, and equipment in order to accomplish the work; purchase supplies and

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materials as necessary.

Coordinate and administer activities related to various contracts and projects; prepare specifications for contracted work; monitor contract compliance, inspecting work in progress and at completion, recommending progress and final payments.

Record daily labor, material and equipment costs, and maintain work-related records; provide recommendations for project-related budget planning.

Respond as appropriate to comments and concerns expressed by the public regarding building maintenance issues.

Use a personal 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

Knowledge of:

Principles and practices of planning and reviewing the work of others, and training including safety practices and related record-keeping.

Materials, methods, practices and equipment used in the maintenance, repair, and reconstruction of public buildings and related public facilities.

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

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Act as a lead worker and perform advanced journey level building construction, repair and maintenance tasks.

On a continuous basis, know and understand building maintenance activities and observe safety rules. Intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing repair, installation, maintenance, or inspection tasks; perform simple and

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power grasping, pushing, pulling, and fine manipulation; lift or carry heavy weights; and work in conditions of various outdoor exposure, at high elevations, in confined spaces, and/or subject to noise.

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

Prepare and interpret specifications; administer contracts; inspect work and evaluate work in-progress and at completion relative to recommendation for scheduled and final payments.

Trouble-shoot difficult and/or complex maintenance or mechanical issues; identify the cause of the problem and determine the most effective and efficient course of action.

Communicate clearly and concisely, both orally and in writing.

Keep records and make reports; use a personal computer for electronic mail and to enter and retrieve data.

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:

Two years of experience performing work similar to that of Building Mechanic II in 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.

Possession of certification as a Certified Pool Operator.

Probationary Period: 6 Months

FLSA: Non-Exempt