



PERSONNEL COMMISSION

Class Code: 0112
Salary Range: 30 (C2)

MAINTENANCE MECHANIC

JOB SUMMARY

Under general supervision, to install, repair, adjust and maintain mechanical and electrical equipment; and to perform related duties as required.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Replace motors, gears, heat rollers and circuit boards. **E**
- Adjust, lubricate, unjam and rewire office machines such as laminators, binders, paper cutters, die machines, staplers and label makers. **E**
- Troubleshoot and repair or replace parts for fan motors, room vents, exhaust and intake air systems in attics, basements and walls; disassemble, lubricate and reassemble; troubleshoot and repair kitchen appliances, laundry equipment such as washing machines, dryers, microwaves, dishwashers, and stoves; replace belts, hoses, switches, valves timers, fuses, handles and locks as needed. **E**
- Inspect and insure proper operation of compressors, generators and pumps including adjustments, changing oil and filters and replacement of bearings. **E**
- Maintain equipment in the maintenance, printing and automotive shops including adjustments to manufacturers' specifications, lubricating, replacing safety guards, power cords and switches. **E**
- Inspect and service floor machines such as polishers, vacuums, blowers and extractors; replace parts and make adjustments to machines. **E**
- Inspect and service garage doors; oil, adjust and replace parts as needed. **E**
- Repair and calibrate weight training equipment; replace cables, pulleys, belts and shackles. **E**
- Troubleshoot and shut down power panels for repair and replacement of electrical wiring, switches, motors, timers and outlets. **E**
- Use hand and power tools and measuring instruments to install, repair and maintain equipment, devices, and appliances. **E**
- Instruct others in the proper operation of machines and equipment. **E**
- Set up and operate lathes, grinders and other metal working tools to make and repair parts. **E**
- Estimate and keep records of time and materials used to perform work. **E**

- Operate a District vehicle.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Maintenance Mechanic performs journey-level work to install, repair, adjust and maintain a variety of equipment, devices and appliances in the shop and at District sites using hand and power tools and shop machinery.

EMPLOYMENT STANDARDS

Knowledge of:

The design, construction and operation of motors, fans and machinery.
Installing, adjusting, repairing and maintaining a wide variety of mechanical and electrical machines, equipment, appliances and devices.
Using, repairing and maintaining a wide variety of hand and power tools and machine shop tools.
Safety practices and procedures for the installation and repair of machines, electrical devices and fabrication of parts.
Shop math.

Ability to:

Inspect and troubleshoot malfunctions on mechanical equipment, devices and appliances.
Install, adjust, repair and maintain a wide variety of mechanical and electrical machines and devices.
Use, repair and maintain a wide variety of hand and power tools.
Read, understand and interpret blueprints, sketches, and specifications and operating instructions.
Maintain records.
Operate a vehicle observing legal and defensive driving practices.
Establish and maintain effective working relationships with others.

Education and Training:

Equivalent to graduation from high school.

Experience:

Three years of journey-level experience repairing and maintaining intricate and complex equipment.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities, may be considered.

SPECIAL REQUIREMENTS

Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

WORKING ENVIRONMENT

Indoors and outdoors; occasional inclement weather; dust; dirt; fumes; attics; tight spaces, tunnels, vaults and under buildings; occasional loud noises.

PHYSICAL DEMANDS

Walking and standing for extended periods of time; kneeling,; bending at the waist; crouching; reaching overhead; climbing and descending ladders; lifting objects weighing up to 50 pounds; crawling under buildings and in tight spaces; dexterity of fingers and hands to operate hand and power tools.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Revised: 1/21/1947

Revised: 3/2/1972

Revised: 9/4/1975

Revised: 3/2/2000

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