### MiraCosta logo

**BUILDING MAINTENANCE MECHANIC I/II (Flex)**

| **Reports to:**  | Facilities Manager |  |  |
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| **Dept:** | Facilities | **Range:** | Building Maintenance Mechanic I = 16 Building Maintenance Mechanic II = 22 |
| **FLSA:** | Nonexempt | **EEO:** | Service and Maintenance |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, oversee and perform the skilled maintenance and repair of district buildings and facilities; coordinate with service contractors; maintain facilities in a safe and secure condition; maintain district lock and key system; and perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS*:*

Building Maintenance Mechanic I is the entry-level class in this series. Incumbents are expected to have skilled, journey-level knowledge in either electrical or plumbing and basic knowledge of the other trades. Under direct supervision, incumbents learn and perform a variety of skilled building maintenance duties including plumbing, electrical, carpentry, painting, HVAC, locksmith and automated control programming through formal training and observing/participating in the work of a Building Maintenance Mechanic II or III.

Building Maintenance Mechanic II is the skilled journey-level in the class series and performs skilled maintenance of buildings and facilities. A Building Maintenance Mechanic II is distin­guished from Building Maintenance Mechanic III in that an incumbent in the latter class works with greater autonomy on the more complex plumbing, electrical, HVAC and performs advanced programming of electronic locks.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Maintain safe facilities; respond to work order requests and perform journey-level repair, installation and troubleshooting of all facility electrical systems including the installation of bus transfer switches, ballasts, relays, motors, transformers, controllers, conduit and cables; perform preventative maintenance including cleaning electrical components, bus bars, relays and controllers; identify issues requiring assistance from outside contractors.
2. Maintain security of district facilities by establishing and maintaining the lock system; install, repair or replace locks, door closers, latches, hinges and related hardware; unlock and lock doors and gates as required; repair and test building fire alarms.
3. Install, maintain, diagnose, repair and/or replace plumbing fixtures, flushing mechan­isms, ballasts, water faucets, valves and seals, drinking fountains, fittings and gaskets; utilize appropriate tools to clean and clear clogged drains and obstructed sewer lines.
4. Prepare and paint a variety of surfaces; apply wood finishes, stains and sealers; perform masonry, concrete and asphalt repair; inspect and repair roof leaks; clear gutters and down­spouts; install flashing, weather strip­ping, gutters, downspouts and roof drains.
5. Utilize computerized letter-making machine to generate self-adhesive letters and symbols for signage for directories, doors, passageways, classrooms, offices and buildings; design, fabricate and install signage; perform ongoing upkeep and revisions to existing district signage.
6. Make oral and written reports for work performed; maintain maintenance records for pumps, motors and compressors; maintain records and files related to vendors, keys, locks and combinations; complete and submit work orders and timesheets; attend meetings; partici­pate in safety training.

**At the Building Maintenance Mechanic II level:**

1. Inspect heating, ventilation and air conditioning systems; routinely check belts, filters, coolants and lubricants; monitor operation and make adjustments to control levels of fluid, pressure or temperature in refrigeration and air conditioning systems; operate computerized building control energy management systems.
2. Coordinate with outside contractors as required; conduct job walks and inspect the work of outside contractors.
3. Order and procure parts, materials, equipment and supplies as needed to accomplish day-to-day operations and assignments.

### OTHER DUTIES:

1. Reset and adjust time clocks controlling automatic, lighting, heating and air conditioning.
2. Remodel offices and classrooms, design, fabricate, install and modify shelves, partitions and counters; repair broken or damaged furniture, damaged floors, ceiling tiles, hand shades, bulletin boards, chalk boards, pictures and plaques.
3. Construct and/or make repairs to broken metal fixtures, components and other hardware by arc or acetylene welding.
4. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Methods, standards and equipment used in the operation, inspection, preventive mainten­ance and repair of buildings and appurtenant equipment and fixtures.
2. Operation of hand and power tools and equipment common to several skilled maintenance and repair trades.
3. Methods, procedures, tools and materials used in electrical and/or heating and air condition­ing systems, as well as troubleshooting motor control circuits.
4. Methods of laying out and installing, repairing and maintaining water, sewer and other piping systems.
5. Electronic and digital control systems.
6. Applicable building and safety code requirements.
7. Master lock systems.
8. Computer programs specific to the district’s HVAC system including basic programming language communication (PLC) protocols, topology and networking.
9. Safety hazards and necessary safety precautions/policies sufficient to establish a safe work environment for self and others.
10. Shop mathematics.
11. Written and oral communication skills including correct English usage, grammar, spell­ing, punctuation and vocabulary.
12. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.
13. Basic recordkeeping techniques.
14. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.

ABILITY TO:

1. Work independently with limited supervision.
2. Learn and perform skilled building maintenance and repair work applicable to multiple build­ing trades including plumbing, electrical, locksmith, HVAC, carpentry, painting and related areas.
3. Learn, operate and maintain specialized tools used in all building trades in a safe and efficient manner.
4. Coordinate and inspect contracted maintenance work.
5. Operate, monitor, maintain and perform basic programming and repair of the district’s build­ing automation systems.
6. Read and understand mechanical and electrical blueprints, drawings and schematics.
7. Prepare and maintain basic records accurately.
8. Operate a computer related to area of assignment.
9. Communicate effectively, both orally and in writing.
10. Understand and follow written and oral instructions.
11. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Building Maintenance Mechanic I - Graduation from high school or GED equivalent, and one year of journey-level experience in at least one skilled building trade; or an equivalent combina­tion of training and experience.

There is no permanent status as Building Maintenance Mechanic I. Incumbents must pass probation and be capable of meeting the proficiency criteria to promote to the full journey-level Building Maintenance Mechanic II within twelve months or be terminated or returned to a position allocated to a classification in which the employee has passed probation.

Building Maintenance Mechanic II - Two years of equivalent or higher-level experience in skilled journey-level building and facilities maintenance including experience operating automated building controls.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

Electrical and/or plumbing certification is desired.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

None

**CONTACTS:**

District administrators, faculty, staff, students and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Heavy physical labor with constant standing and walking for extended periods; walking over rough or uneven surfaces; frequent pushing, pulling, lifting and carrying of heavy objects weigh­ing up to 75 pounds; frequent bending, stooping and kneeling; repetitive use of upper extremi­ties on a regular basis; manual dexterity to operate motorized equipment and vehicles in a safe manner; ability to operate an electric cart to pick up/deliver supplies to campus locations; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to effectively work alone or as a crew member; ability to work effectively under pressure on a variety of tasks concurrently while meet­ing established deadlines and changing priorities.

**WORKING CONDITIONS:**

Indoor and outside environment in all weather conditions including rain and extreme heat; exposure to sun for extended periods of time; work on slippery or uneven surfaces; work while wearing personal protection equipment including respirators, protective gloves and footwear, face shields, goggles, spray suits and rain suits; subject to exposure to dust, dirt, oil/grease, gasoline, diesel fuel, smoke and pollen; subject to exposure to hazardous materials such as pesticides, herbicides, solvents and other toxic chemicals and fumes; exposure to extreme noise and fumes/exhaust from equipment and vehicle operation; work with or around dangerous equipment and machinery with moving parts. May be required to work at any district location with occasional evenings, holidays and/or weekends on an as-needed basis; occasional local travel may be requested.