

## MAINTENANCE MECHANIC

Under direction, makes repairs and installations in and to all structures, grounds and equipment, including painting, carpentry, masonry, and mechanical work.

Maintains in good working order all mechanical equipment, including heating, plumbing, and electrical apparatus, and ranges, refrigerators, tools and vehicles.

Provides “on-the-job training” to those assigned to work with him; keeping the Maintenance Superintendent and/or Asst. Maintenance Superintendent apprised of progress.

Attends training sessions as required.

Provides “Emergency Service Calls”, when qualified, as assigned by the Maintenance Superintendent.

Maintains proper set of hand tools.

Performs bench work as required to accomplish necessary repairs.

Maintains records and inventories and follows required procedures.

Prepares reports and estimates as may be required.

Repairs doors, locks, hardware, windows, cabinets, spouting, cracked masonry walls, steps and porches.

Mows lawns and assists with snow and ice removal as requested.

Ability to read blueprints and plans.

Manages or assists other employee or group as required making proper journeyman decisions.

Must be able to perform journeyman quality work in at least one of the crafts or trades and a working knowledge of the others.

Performs other duties as described in Maintenance Aide and Laborer/Janitor job descriptions.

Wears Authority uniform and presents a clean and neat appearance.

Sufficient physical strength; ability to lift heavy objects and to work under adverse weather conditions.

Ability to follow safety precautions and to report potentially hazardous conditions to the immediate supervisor.

Performs related work as required.

This job description is intended to be sufficient to identify the position and to be illustrative of the kinds of duties assigned to this position. It is not to be interpreted to describe all of the duties performed, or which may be required of employees holding this position.