

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

---

**CLASS TITLE: BUILDING MAINTENANCE MECHANIC III**  
**DEPARTMENT: GENERAL SERVICES**  
**REPORTS TO: BUILDING MAINTENANCE SUPERVISOR**

---

**CLASS CODE: 3035**  
**FLSA STATUS: N**  
**DATE: 02/00**

**JOB SUMMARY AND DISTINGUISHING FEATURES:**

This class works under general supervision and performs a variety of progressively skilled and responsible work in the operation and maintenance of buildings, equipment and grounds. Work is performed at an advanced journey level, and incumbents in this class are expected to work with considerable independence, with their work being subject only to periodic spot checks.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Operates, maintains, and repairs boilers, heaters, pumps, valves, appurtenances, and lines used in the distribution of steam and heated or processed water.

Operates, repairs and maintains refrigerant compressors, condensers, evaporators, traps, transfer pumps, expansion valves, stop valves, and float valves, in addition to all refrigerant lines and devices utilized in the control of temperatures.

Operates, maintains and repairs air compressors, and distribution lines and all valves and devices for air control.

Operates, maintains and repairs all natural and manufactured gas distribution lines, including all valves and control devices.

Operates, repairs, and maintains water filters, softeners, piping and pumps used in conjunction with water distribution, including all sinks and toilet bowls, supply lines and water lines.

Operates, repairs, and maintains all types of motors and engines used to power pumps, compressors and fans.

Repairs and maintains single phase and multi-phase electrical circuits from 120 to 140 volts; repairs and maintains electrical transformers, motors, controls, machinery, fixtures, appliances and elevators.

Runs additional electric lines, changes breakers, and checks distribution centers.

Routes and runs telephone and computer lines.

Repairs and replaces commercial washers and dryers.

Repairs and maintains sprinkler systems.

Builds forms, mixes concrete, and repairs concrete surfaces.

Repairs and maintains electronic systems including, clocks, closed circuit television, automatic alarm systems, security systems, equal potential grounding and automatic power transformers.

Calibrates control systems for air conditioning, refrigeration, heating and ventilation systems, including air balance, humidistat and solid state electronic motor control amplifiers.

Lays out and builds partitions; designs and builds custom furniture.

Paints walls and furniture; hangs wall paper and vinyl wall covering.

Installs, changes, and repairs door locks, cabinet and desk locks, and padlocks; makes keys; constructs signs for desks, doorways, and walls; installs and repairs all door closers, installs window glass, floor tile, baseboard and hangs doors.

Performs special repair and maintenance relating to carpentry.

Performs general construction and remodeling of building and other related structures.

Constructs bookcases, furniture, and other projects.

Completes all required paperwork.

Supervises inmates, work release and community service individuals in the performance of building maintenance duties.

Performs a variety of related tasks at an advanced journey level, under general supervision.

Carries lead worker responsibilities, including day-to-day direction, scheduling, and training.

Advises managerial staff in the technical aspects of the job functions.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Diagnostic Instruments	Power Tools	Carpentry Tools	Hand Tools
Gas & Arc Welding	Boom Truck	Cement Cutters	Chain Saw
Voltage Meters	Computer	Drill Press	Forklift
Table and Band Saws	Jointer	Nail Gun	Sanders

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School diploma or GED; and an advanced knowledge of materials, tools, and safety practices, and the ability to learn related job functions in order to perform a variety of related tasks under general supervision at an advanced journey level; and

Four to six years of progressively responsible related experience; or,

Any combination of related education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid State Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:** (depending upon area of assignment)

Electrical theory, procedures, tools and materials required to perform essential functions of assignment within class.

Air conditioning, refrigeration, and heating control systems including air balance and system calibration procedures for repair and maintenance.

Plumbing systems and tools, material and procedures for repair and maintenance.

A variety of electronic systems and tools, materials and procedures for repair and maintenance.

Procedures, materials and tools utilized in remodeling buildings and building furniture.

Principles and practices of carpentry.

Painting tools, equipment and techniques.

Recordkeeping, report preparation, filing methods and records management techniques.

All computer applications and hardware related to performance of the essential functions of the job.

Applicable state, federal and local ordinances, laws, rules and regulations.

Uniform Electrical and Building Codes.

**Skill in:**

Using tact, discretion, initiative and independent judgment within established guidelines.

The use and maintenance of all assigned tools and equipment.

**Mental and Physical Abilities:**

Ability to inspect systems and buildings to detect existing or potential problems.

Ability to read and understand blueprints and circuit diagrams.

Ability to analyze situations and develop effective courses of action.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

While performing the essential functions of this job the employee is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 25 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

**Working Conditions:**

While performing the essential functions of this position the employee is frequently exposed to work near moving mechanical parts, wet or humid conditions, work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and risk of electrical shock.

The incumbent's working conditions are typically loud.

Working time may require irregular hours, shift times, and/or on-call status.

file: BUILD3.DOC

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.