Maintenance Mechanic

FLSA Status: Covered
Bargaining Unit: District Council of Trade Unions (DCTU)

General Summary

Positions in this broad class provide a wide range of maintenance, repair and preventive maintenance activities on playground and recreational equipment and facilities, irrigation systems, small-motorized machines, and underground utilities.

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Distinguishing Characteristics

This classification typically requires broad knowledge and skills in methods, practices, and tools of a number of mechanical and construction trades including small engine repair, carpentry, irrigation, metal fabrication fencing, cement and paving work.

Typical Duties/Examples of Work

1. Inspects small motorized equipment; identifies mechanical problems and makes repairs or refers problems to mechanics, depending on scale of work needed.

2. Adjusts timing and carburetion on small engines; removes, repairs and replaces electrical and fuel systems; changes oil; removes, and performs other repairs as necessary.

3. Installs, repairs and maintains commercial irrigation systems and irrigation lines; and operates and installs centralized irrigation management field hardware.

4. Installs, repairs and maintains public swimming pool water sanitation, circulation filtration and related pool environment equipment.

5. Sets up, installs, and repairs playground equipment; repairs rubber safety surface, sets footings; installs other recreational equipment. Inspects playground equipment for safety hazards. Conducts playground safety audits.

6. Constructs, installs, and repairs ball field backstops, wings and dugouts; installs and repairs wood and metal fences.

7. Repairs and refinishes tennis courts, installs and repairs asphalt paths, repairs roadway chuckholes and cracks.

8. Installs prefabricated culverts and catch basins; establishes and installs drainage lines for play fields.

9. Fabricates parts as needed from metal, plastic, and wood.

10. Keeps labor and time records; keeps index files. Uses computer e-mail, word processing and scheduling programs.

11. Repairs and installs locks, lock cores on padlocks and door locks.

12. Maintains well logs and prepares well water usage and water rights compliance documentation for the state of Oregon.

13. Installs, tests and repairs backflow devices at water points of connection, and files appropriate documentation as required by Oregon law.

14. Maintains and operates trench digging machines for irrigation and drain installation and repair.

15. Repairs water systems, valves, and faucets, cleans waste lines.

16. Maintains, trouble-shoots and repairs low voltage valve wiring and pump control systems.

17. Conducts construction reviews to insure proper construction and compliance with plans and building codes prior to accepting project completion by a contractor.

18. Conducts underground utilities locates for waterlines, and low voltage control wiring.

19. Preparing "as-built" maps for construction modification/additions; locate and maps water, irrigation water, low voltage lines, and drain lines as necessary.

20. Installs shoring as required by OSHA regulations when entering trenches.

21. Ensures that City meets proper state and local codes and regulations concerning water usage and code compliance.

22. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: hazards and safety practices involved in work; methods, practices, and tools of a number of mechanical and construction trades including small engine repair, carpentry, metal fabrication, cement and paving work and heating systems; installation and maintenance of irrigation, drainage and sewer systems.

Skill in: maintaining repair and maintenance records; the use of materials, tools and equipment commonly used in the appropriate trades; recognizing and making required

repairs to broken, unsafe, or nonfunctional equipment, facilities; and utilities; working from plans or drawings; reading and understanding utility locate maps.

Ability to: work effectively with co-workers in a diverse workforce, and respond appropriately to question/concerns from other employees and the public

Special Requirements

Valid state driver's license; some positions may require additional endorsements, certifications or licenses such a Commercial Driver's License, Respirator Certificate, Backflow Tester's Certification, Playground Safety Inspector's Certification, Aquatic Facility Operator's Certification, Computer Irrigation Management Operator/Installer Certification

Working Conditions

Work in this class is typically performed indoors or outdoors in various weather conditions. Incumbent is typically required to lift up to 100 pounds; to wear protective gear.

Classification History:

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

1240 Maintenance Mechanic Adopted 04-20-76

Revised: 3-22-04 (update content of class spec)

June 2009 - Change Job Class number from 1240 to 30000098, due to system change.