

Maintenance Mechanic

Nature of Work

Employees in this classification perform skilled maintenance and repair work for the Jefferson County Board of Education. Incumbents perform a variety of technical assignments depending upon seasonal and workload demands and must be capable of performing skilled journeyman level duties in electrical troubleshooting and repair, plumbing installation and repair, carpentry, sheet rock repair, painting, masonry, and roofing. Additional responsibilities include preventive maintenance and repair of major school building systems including heating and air conditioning components, public bathroom facilities, lighting fixtures, cafeteria and cooking equipment, and school equipment and furniture. Work is normally reviewed by the maintenance supervisor upon completion to insure the quality and timeliness of assigned work orders.

Illustrative Examples of Work

- Repair and replace doors, door jambs, door knobs, hinges, and locks.
- Repair and patch holes in sheet rock or rehangs sheet rock if necessary.
- Install or replace ceramic and floor tile.
- Repair broken windows and screens and repair vinyl siding and soffit.
- Repair or replace cabinets, drawers, and cabinet tops.
- Put up chalk boards, pencil sharpeners, partitions, etc. to assist teachers.
- Patch and repair roofs and replace ceiling tile if required.
- Install, repair and replace electrical switches, receptacles, outlets, etc.
- Repair and/or refurbish school equipment and furniture.
- Install, repair and replace copper, galvanized, or PVC pipes and other plumbing fixtures.
- Repair or replace hot water heaters.
- Troubleshoot lighting and electrical malfunctions and makes the necessary repairs using appropriate tag out procedures.
- Unstop sewers lines using electrical or hand held augers.
- Troubleshoot and repair major building system components including heat and air, lighting, and plumbing fixtures.
- Build decks, ramps and other structures for portable classrooms.
- Perform routine landscaping and mowing activities as required.
- Complete work orders and documents the use of supplies and components used for repair.
- Install or repair air conditioning units including the recovering and installation of refrigerants.
- Keep all tools and equipment in good operating order and clean area upon completion of repair work.
- Perform related work as required.

Necessary Requirements of Work

Graduation from an accredited high school; supplemented with vocational craft training; considerable experience in plumbing, appliance repair, carpentry, and electrical repair, ability to interact with the public in a tactful manner, or any equivalent combination of education and experience to provide the following critical knowledge, abilities or skills:

- Considerable knowledge of the methods, materials, tools, and practices of plumbing, appliance repair, carpentry, and electrical repair involved with building maintenance.
- Knowledge of two or more of the following technical areas: welding, painting, pest extermination, residential construction, or air conditioning/refrigeration.
- Knowledge of the hazards and safety precautions associated with all building maintenance activities including the proper use of respirators, lock out procedures, and the use of solvents and refrigerants (including MSDS specifications).
- Ability to accurately troubleshoot maintenance problems and perform needed repairs.
- Ability to communicate clearly and effectively with coworkers, residents and the public.
- Ability to plan and organize job assignments in an efficient and orderly manner.
- Ability to acquire, retain and utilize new maintenance techniques and procedures as advancements in technology occur.
- Ability to perform the physically demanding aspects of the job including excessive walking, bending, and lifting.
- Considerable skill in the care and use of the tools and equipment associated with public school building maintenance activities.
- Skill in the operation of motor vehicles including trucks, vans and automobiles.

Necessary Special Requirement

- Must possess a valid Tennessee driver's license.