



## **BUILDING AND GROUNDS MAINTENANCE MECHANIC**

*FLSA Status: Non-Exempt*

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs difficult skilled work maintaining and repairing HVAC equipment and performing a variety of building maintenance assignments; does related work as required. Work is performed under regular supervision.

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, crouching, reaching, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions and oils. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

### **ESSENTIAL FUNDS/TYPICAL TASKS:**

**Performing HVAC equipment maintenance and repair activities; operating equipment, maintaining and repairing buildings; performing carpentry, electrical, plumbing and mechanical maintenance and repair tasks.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Troubleshoots and repairs HVAC equipment including hot water boilers, chillers, air handlers, closed loop water systems, air conditioning, oil and gas furnaces, water pumps and related piping;

Maintains, repairs and installs large HVAC systems, heat pumps, walk-in freezers, ice machines, etc.;

Maintains records required by EPA of Freon used, recovered and lost due to leakage;

Performs carpentry jobs including rough framing, form work, trim and cornice and finish work;

Hangs and finishes drywall;

Paints and refinishes new and existing furniture, etc.;

Performs preventive maintenance on HVAC systems;

Maintains and replaces single phase and three phase motors, pumps and various equipment; replaces fans, circuit boards, switches, unloaders, solenoid valves, etc.;

Checks and records readings from equipment;

Repairs and replaces water heaters; installs water lines; repairs sewage lines, sinks, toilets, showers, etc.;

Maintains exterior grounds; prunes, landscapes, cleans-up, etc.;

Assembles forms for concrete; pours and finishes concrete;

Operates trucks, tractors, back-hoe, dump truck, ditch witch, bobcat, drills, saws, forklift, boom trucks, front end loaders, etc.;

**May perform generator preventive maintenance and light repairs as needed;**

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Must have a valid Virginia Driver's License;

Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of maintenance, repair and manual tasks relating to maintenance and repair of a wide variety of HVAC equipment such as boilers, chillers, air handlers, closed loop water systems, air conditioning, oil and gas furnaces and related piping; thorough knowledge of the use of common hand and specialized power tools required in the work; thorough knowledge of the safe use and operation and preventive maintenance of electrical and mechanical equipment required in the work; skill in the use of equipment to which assigned; ability to perform manual labor for extended periods; ability to follow instructions; ability to establish and maintain effective working relationships with associates.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and considerable experience in HVAC equipment maintenance and repair work. **HVAC, electrical and plumbing license preferred.**

**SPECIAL REQUIREMENTS:**

Possession of Journeyman's card in HVAC. EPA certified in refrigeration field. May work beyond normal schedule; may be assigned routine scheduled coverage responsibilities under call-out policy.