

## **CLASS TITLE: MAINTENANCE MECHANIC II**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for skilled maintenance, installation and repair of electrical, mechanical and related electronic systems, including HVAC systems as applicable on a regularly assigned basis and other related assigned duties.

### **ESSENTIAL TASKS:**

- Operates, inspects and determines needs as concerns the repair or adjustment of mechanical and related electronic systems
- Effects electrical, plumbing, pipe fitting, irrigation system and stationary mechanical maintenance and repairs at a skilled level
- Determines supplies and materials required
- Repairs valves, switches, circuitry, switchboards, gears, starters and controllers
- Repairs pumps, generators and electric or internal combustion motors
- Maintains heating and air conditioning units
- Repairs worn or broken parts, reassembles components and installs new and rebuilt units
- Repairs door closures and locks
- Performs skilled diagnosis of an electrical and mechanical nature and overhauls systems
- Acts as working lead person over a small group of workers
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and four (4) years of progressively responsible skilled mechanical maintenance work, including three (3) years of experience in the repair, maintenance and operation of electrical motors, controls and complex mechanical and related electronic equipment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Refer to the Mechanical Utility Worker progression criterion document for additional requirements.

Knowledge, Abilities, and Skills: Good knowledge of electrical motors and controls and of proper methods of repair and maintenance, including materials handling systems; good knowledge of operating principles of pumps and other equipment related to pressure systems and treatment facilities; good knowledge of the safety requirements of mechanical maintenance; and some knowledge of computers to operate motors/pumps and control systems. Ability to make inspections to determine operating condition and needed repairs of mechanical and related electronic equipment and make such repairs expeditiously; ability to make estimates of labor and materials required for repair, maintenance and servicing of electrical and mechanical units and related equipment; ability to write new equipment specifications; ability to write routine reports, order and maintain parts, tools and supply inventories; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information. Skill in PC troubleshooting and widely varied electrical and mechanical installation, repair and maintenance.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifts/carries up to 20 pounds with occasional lifting up to 80 pounds; occasionally carries/lifts up to 80 pounds; constantly lifts/carries up to 10 pounds; occasional pulling up to 10 pounds; frequent balancing, kneeling, bending, handling, feeling, climbing, smelling and twisting; occasional crawling and reaching; and vision, speech and hearing sufficient to perform essential tasks.

Licenses and Certificates: Some positions within this classification may require possession of a valid Oklahoma Class "D" Operator's License or a valid Class "A" Commercial Driver's License (CDL) with hazardous materials endorsement of "X"; and an appropriate water/wastewater license as issued by the Department of Environmental Quality (DEQ) or 1st or 3rd Class Stationary Engineer Certificate or mechanical, electrical or plumbing apprentice license.

**WORKING ENVIRONMENT:** Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: hazardous materials, animal waste/dead animals, flammable liquids, traffic, cramped work areas, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum lines, rough terrains, cutting/chipping/grinding, hazardous/toxic atmospheres, sewage, damp/wet surfaces, snow/ice covered surfaces, animal bites, snake bites, insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, confined spaces, compressed gases, high noise areas, oily surfaces, refuse, garbage and litter.

**Class Code: 7510**

**EEO Code: N-07**

**Pay Grade: LT-17**

**Group: Labor and Trades**

**Series: Equipment and Plant Management**

**Effective date: August 15, 2008**