

CLASS TITLE: PAC LEAD MAINTENANCE MECHANIC

PURPOSE OF THE CLASSIFICATION: Under general supervision acts as a working lead in performing skilled/semiskilled maintenance, installation and repair of electrical, mechanical and related maintenance of electronic, plumbing and HVAC systems, event set ups as applicable and other related assigned duties.

ESSENTIAL TASKS:

- Performs as a working lead, participating with a group of workers involved in a wide variety of planned and scheduled maintenance and renovation activities
- Leads and participates in setting up and tearing down for various meeting and performing events
- Operates and maintains plumbing, low pressure steam heating equipment and chilled water HVAC control system, inspects and determines maintenance needs regarding the repair or adjustment of mechanical and related control systems
- Leads in the maintenance and monitoring of fluid transfer, sewer pump and fire alarm/control systems
- Repairs valves, switches, circuitry, switchboards, gears, starters and controllers
- Effects electrical, plumbing, pipe fitting, irrigation system and stationary mechanical maintenance and repairs at a skilled level
- Operates, repairs and maintains facility emergency generator and electrical distribution system
- Replaces and/or repairs worn or broken parts, reassembles components and installs new and rebuilt units, estimating labor, materials and equipment as required
- Responsible for notifying appropriate personnel of conditions which may warrant theater evacuation
- Directs movement of work materials and equipment, cleanup of work areas/equipment upon job completion and monitors, maintains and orders materials/equipment
- Directs workers in semiskilled carpentry, plumbing, electrical, grounds upkeep and janitorial service
- May act as senior as requested
- 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, including experience in general maintenance and the renovation field with lead work responsibility; 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: Considerable knowledge of manual labor work practices; good knowledge of electrical motors and controls, 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 and diagnose operating conditions and needed repairs of mechanical, plumbing and related electronic equipment to ensure expedient repairs; ability to estimate labor and materials required for repair, maintenance and servicing of plumbing, 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; ability to lead employees in skilled and semiskilled maintenance

activities; 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 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: Possession of a valid Oklahoma Class "D" Operator's License; and preferably a 3rd Class Stationary Engineer Certificate or mechanical, electrical or plumbing apprentice license.

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally outdoors and in inclement weather; and may be exposed to the following: hazardous materials, flammable liquids, damp/wet and snow/ice covered surfaces and toxic fumes/vapors/odors.

Class Code: 7513

EEO Code: N-07

Pay Grade: LT-17

Group: Labor and Trades

Series: Equipment and Plant Management

Effective date: October 17, 2012