

BUILDING MECHANIC

Supervisor: Maintenance Manager

Status: Non Exempt

Pay Grade: 2

Date: 10/05

MAIN FUNCTION

The building mechanic provides mechanical support for the research and support staff at the institute. Also performs preventative maintenance and repair on building and lab equipment.

ESSENTIAL FUNCTIONS

1. Assist research and support staff with mechanical problems in their departments. Respond to trouble calls; diagnose problems and make repairs on building and lab equipment in an efficient and timely manner.
2. Perform scheduled preventative maintenance on all building mechanical equipment and lab equipment. Maintain orderly inventory replacement parts. Maintain electronic database documenting preventative maintenance activities.
3. Perform other duties as required, including: ordering supplies, moving furniture and equipment, setting up facilities for special events, maintaining records, and assisting with institute recycling.
4. Assist supervisor with on-call duties, as needed.

JOB REQUIREMENTS

- High School diploma or equivalent, and minimum 5-7 years performing maintenance on industrial or commercial building equipment. General knowledge of all building trades.
- General knowledge of safe practices in the use of tools, chemicals, and equipment and ability to identify and correct hazardous conditions.
- Must be able to use a wide range of test equipment, i.e., multi-meter, amprobe, water test meters.
- Must be able to read and understand building blueprints and schematics.
- Must have good communication skills (verbal and written) and be able to work with a diverse population. Must be able to write basic reports on building equipment.

- Basic data entry skills and familiarity with computers helpful.
- Must be able to work independently with minimal supervision and will have daily contact with supervisor.

DIFFICULTY OF WORK

- Errors in most areas would be identified readily when item failed to operate properly and may result in time lost to the incumbent. However, some mechanical and electrical errors could result in serious safety hazards.
- Varying working conditions which require close concentration, visual attention and need for manual or physical dexterity. Protective devices required in some aspects of work.
- May work with chemicals and substances requiring safety precautions and with equipment requiring constant attention.
- Lifting requirement: from 10 - 50 lbs.