

CITY OF CHATTANOOGA

Classification Specification Title: Building Maintenance Mechanic 1

Department: PW, Public Library, WW, Police, Fire,

Pay Grade: GS.06

Parks and Outdoors

FLSA Status: Non-Exempt

Supervision Received From: Depends on Dept.

Established: 6/29/07

Supervisory Responsibility For: None

Revision Dates: 3/31/25;

8/27/24; 10/20/23; 1/30/17

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for installing, repairing and performing maintenance work on buildings and equipment. Requires multiple skills across more than one trade (e.g. electrical, HVAC, plumbing, welding). Work is performed with moderate supervision.

SERIES LEVEL:

The Building Maintenance Mechanic is the first level of a two-level building maintenance series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

May assist in a variety of routine electrical maintenance activities which may include repairing and installing electrical conduit, relays, switches, fixtures, receptacles, controls, circuits and related items; replacing plugs on electrical equipment; repairing electrical equipment; troubleshooting electrical problems and/or performing other related activities.

Performs or may assist in a variety of routine plumbing maintenance activities which may include installing plumbing fixtures; installing and repairing water fountain aerators; unclogging water, drainage and sewer lines; installing and repairing water heaters; replacing faucets; repairing valves on commodes, urinals and drain lines and/or performing other related activities.

Performs or may assist in a variety of routine heating and air conditioning maintenance activities which may include troubleshooting problems; performing preventative maintenance on systems; inspecting boilers, chillers and air handlers; changing air compressors; inspecting coils; repairing motors and replacing bearings on shafts; changing filters and belts; checking for related electrical problems and/or performing other related activities.

Performs a variety of routine carpentry activities which may include erecting walls, studs and sheetrock; repairing fascia boards; repairing roof leaks, ceiling tiles and window sills; repairing doors and locks; patching holes in walls; installing soap and paper towel dispensers; building and repairing furniture; building and repairing bookshelves and/or performing other related activities.

Paints walls and/or other related interior and exterior surfaces; removes and installs wallpaper. Performs routine welding and fabrication for various projects and repairs.

May assist with ensuring the secure delivery of protective inventory to the department, and oversee repairs that must be made by outside vendors.

May be required to use, carry and answer their cell phone as determined by their job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High School Diploma or GED and at least two (2) years of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered. Examples of relevant training and experience include vocational/technical training in mechanics, electrical work, HVAC, plumbing, welding, carpentry, construction, or general building maintenance; and mechanic, electrical, HVAC, plumbing, welding, carpentry, construction, or general building maintenance work or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Depending on area of assignment some positions may require: Licensure or Certification in electrical, plumbing, HVAC, welding or other applicable trade.

May also require a valid Driver's License.

KNOWLEDGE AND SKILLS:

Knowledge of building maintenance principles and practices associated with electrical, plumbing and HVAC systems; carpentry principles and practices; applicable tools and equipment used in building trades; painting principles, practices and techniques and welding techniques. Skill in installing, troubleshooting and repairing electrical, plumbing and HVAC systems; welding; performing carpentry; painting; operating applicable tools and equipment of the trade; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.