



## Classification Specification Title: Building Maintenance Mechanic 1

<b>Department</b>	<b>Public Works</b>	<b>Grade:</b> GS.06
<b>Supervision Received</b>	<b>Depends on Department</b>	<b>FLSA Status:</b> Non-Exempt
<b>Supervisory Responsibility</b>	<b>None</b>	<b>Established:</b> Jun 29, 2007 <b>Revision:</b> Mar 23, 2026

### 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 1 is the first level of a three-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.)*

Assist with routine electrical maintenance tasks, including installing and repairing conduit, relays, switches, fixtures, receptacles, controls, and circuits; replacing plugs; troubleshooting issues; and repairing electrical equipment.

Perform or assist with plumbing maintenance, including installing fixtures; repairing and replacing faucets, valves, and water heaters; maintaining water fountain aerators; and clearing water, drainage, and sewer lines.

Perform or assist with heating and air conditioning (HVAC) maintenance, including troubleshooting system issues; conducting preventative maintenance; inspecting boilers, chillers, and air handlers; replacing compressors, filters, and belts; repairing motors and bearings; inspecting coils; and identifying related electrical problems.

Perform routine carpentry work, including constructing and repairing walls, studs, and sheetrock; repairing fascia boards, roof leaks, ceiling tiles, and window sills; maintaining doors and locks; patching walls; installing dispensers; and building or repairing furniture and shelving.

Paint interior and exterior surfaces, remove and install wallpaper, and complete necessary surface preparation. Perform routine welding and fabrication for maintenance projects and repairs.

Assist with inventory management, including ensuring secure delivery of protective equipment and supplies, and help coordinate repairs performed by external 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):**

None

**MINIMUM QUALIFICATIONS:**

High school diploma or GED with a minimum of two (2) years of experience repairing or installing electronic equipment and related systems, or experience as a Journeyman Electrician, Plumber, or HVAC technician; or any combination of equivalent experience and education.

**LICENSING AND CERTIFICATIONS:**

Valid Driver's License

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

**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. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: YES ▾ Child Sensitive: NO ▾ Dept of Transportation (CDL): NO ▾

*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.*

*Revision History: 3/31/25; 8/27/24; 10/20/23; 1/30/17*