



Classification Specification Title: Building Maintenance Mechanic 3

Department	Public Works	Grade: GS.08
Supervision Received	General Supervisor	FLSA Status: Non-Exempt
Supervisory Responsibility	None	Established: Sep 9, 2025 Revision: Mar 23, 2026

CLASSIFICATION SUMMARY:

The Maintenance Mechanic 3 is responsible for inspecting, maintaining, and repairing HVAC, plumbing, and electrical systems, including appliances and building fixtures, in accordance with manufacturer specifications. This role performs a wide range of highly diversified duties based on departmental needs. In addition, the Maintenance Mechanic 3 provides leadership, guidance, and mentorship to Maintenance Mechanics 1 and 2.

SERIES LEVEL: The Building Maintenance Mechanic 3 is the third 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.)*

Inspect equipment to identify hazards, malfunctions, and the need for repair or replacement of electrical and mechanical components.

Read and interpret electrical and electronic schematics; create sketches to clarify design specifications when needed.

Recommend modifications to circuitry to improve efficiency, simplify assembly, and enhance maintenance processes.

Perform electrical and plumbing maintenance, including installing fixtures, repairing water heaters, and clearing drainage and sewer lines.

Conduct HVAC maintenance, including troubleshooting boilers and chillers, replacing filters and belts, and repairing motors.

Operate a variety of tools and equipment, including hand and power tools, lathes, diagnostic instruments, and scissor lifts.

Comply with all OSHA, State, and City of Chattanooga safety regulations, including proper use of personal protective equipment (PPE) and respirators.

Maintain professional and cooperative relationships with staff, vendors, and the public.

Meet attendance expectations and participate in on-call rotations as required.

Provide training, guidance, and support to lower-level staff as needed.

Install, maintain, and repair HVAC, plumbing, and electrical systems.

Coordinate and respond to routine and emergency maintenance requests.

Perform preventative and corrective maintenance tasks, including basic carpentry and field inspections.

Ensure compliance with departmental, State, and Federal safety standards and regulations.

Maintain accurate records of maintenance and repair activities.

Assist with additional duties as assigned, including tasks such as snow removal.

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 five (5) 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

Tennessee Electrical License or a City of Chattanooga Journeyman's License in plumbing, HVAC, or another 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 prioritizing and assigning work; training subordinate staff on work methods and procedures; 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: N/A