



County of Berks Position Description Form

Position Title:	<u>Preventative Maintenance Mechanic</u>		
Department:	<u>Facilities & Operations</u>	Reports To: (Title)	<u>Facilities Manager, Mechanical Manager</u>
Effective Date:	<u>October 21, 2013</u>	Revision Date:	<u>November 18, 2020</u>
Wage Category:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
EEO-1 Category:	<u>Service & maintenance</u>	Union Classification:	<u>AFSCME</u>

POSITION SUMMARY:

Position performs routine, extensive and responsible preventative maintenance and repair procedures on County buildings, mechanical equipment and utility systems. Position assists management in planning work assignments and independently performs duties. This position may lead and instruct lower classifications of maintenance employees. Incumbent is required to serve in an on-call capacity.

Position requires initiative and extensive knowledge and work experience in all levels of building systems infrastructure and facilities operations. Attention to detail, the ability to consistently meet deadlines and strong organizational skills are required. Must demonstrate flexibility in response to unexpected changes in the workload and exercise sound independent judgment and analytical skills in order to recommend solutions. Performs other related duties as required.

POSITION RESPONSIBILITIES:

Essential Functions:

1. Performs preventive maintenance procedures on building mechanical systems and equipment on a scheduled basis, including but not limited to inspecting belts, checking fluid levels, replacing filters, greasing bearings/seals, and repairing or replacing broken parts.
2. Conducts routine inspections and accurately documents the working condition of complicated systems and equipment, including but not limited to air handlers, thermostats, variable air volume (VAV) systems, steam distribution systems, pump controls, boilers and compressors, for the purpose of identifying pending failures and/or necessary repairs.

3. Completes daily, weekly and monthly and annual checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures.
4. Ensures that all automated control programs are operating within established parameters, including but not limited to all computerized programs which control and monitor mechanical equipment and utility systems.
5. Maintains and periodically inventories applicable parts, materials, and components as directed by management.
6. Participates in a rotating on-call system for non-traditional working hours and responds to emergency maintenance requests as required.

Non-Essential Functions:

1. Assists with the maintenance and upkeep of fire detection and suppression systems and contributes to the regular, incremental inspection of smoke detectors and fire extinguishers.
2. Cross-train other personnel (custodial and maintenance) in visual and audible inspection of equipment to gain a timely reporting response to systems trouble.
3. Assist other maintenance personnel, when required and only at the direction of management, in the performance of minor and major repair of all buildings and equipment.

MINIMUM EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D. certification from a recognized issuing agency.
- Possession of valid Pennsylvania driver's license required; Commercial Driver's License may be required.
- Possession of a License and/or completion of a County-approved certification program which ensures proficiency in one of the following: plumbing, electrical, HVAC, boilers, or refrigeration.
- Minimum of five (5) or more years experience in the building and facilities maintenance field.
- Any equivalent combination of experience or training which provides the required knowledge, skills, and abilities.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES:

- Proficiency in at least two of the following areas: plumbing, electrical, HVAC, pneumatic systems, boiler operations.
- Working knowledge of air compressors, steam water heaters, water softeners, variable air volume (VAV) systems, piping systems, valves, fittings, controls, electrical circuits, motors, HVAC infrastructure, fire suppression systems, water treatment systems, and chemical testing.
- Broad-spectrum knowledge of the building trades terminology, tools, and equipment.
- The ability to read and interpret blueprints and wiring diagrams.
- Demonstrate initiative and ability to self motivate.
- Good oral and written communications skills.
- Ability to analyze problems.
- The incumbent must be able to operate a County vehicle (automobile or truck).

- Ability to handle stress.
- Physical presence in the Facility is required.

PHYSICAL DEMANDS:

- Ability to lift 50+ lbs., bend, stoop, climb, and reach may be required multiple times daily.
- Ability to work in dirty conditions, temperature extremes (for example, steam 150°+ to wind chill -10°), high noise levels, long periods of standing and extreme weather conditions.

WORKING ENVIRONMENT:

- Works outdoors in all types of weather.
- Works in noisy areas, small spaces and dirty conditions.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.