

Licensed Maintenance Mechanic

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the classification

Nature of Work

This position requires varied and skilled manual work in the maintenance of school buildings. Assignments are given in the form of oral or written instruction by Principal of building and/or Director of Building and Grounds.

The employee shall be responsible for performing a variety of manual tasks requiring the application of considerable knowledge and skills. Assignments are given in the form of oral or written work orders or complaints which require the application of some judgment in determining what needs to be done and how to do it. The employee is generally responsible for the quality of work without outside check, although work is subject to review upon completion for results obtained. The Licensed Mechanic will perform jobs District-wide relating to license held.

Duties and Responsibilities:

Performs:

- Major/minor repairs necessary in licensed field.
- Minor repairs/maintenance on motor, pumps, generators, engines, air compressors and other fixtures and appliances where specialized license is not required by law.
- Minor plumbing and steam fitting work; and minor repairs to water and steam lines; repairs and replace valves, faucets, showers, flushometers, unclog drains.
- Minor carpentry work; including minor repair of furniture and building.
- Daily checks of burners; inspects, replaces oil filters, greases water pumps and oil pumps, check hot water and pressure gauges.
- Cleaning of boiler room.
- Sweeps and picks up litter around school building, shovels, and plows snow.
- Changes light bulbs.
- Plasters, paints; lays tiles.
- Welds, brazes; solder.
- Operates a variety of hand tools and power equipment used in the maintenance of buildings.
- Drive vehicles for which the employee is appropriately licensed.
- Maintain records pertinent to job duties.
- Performs tasks related to grounds care.
- Board up and repair windows and doors.
- Assist in establishing and maintaining various schedules for the maintenance of equipment.
- Maintenance operations in compliance with state and local codes.
- Job-related errands.
- Related work as required.

Knowledge, Abilities and Skills

Considerable knowledge of:

- ◆ The standard practices, materials, tools and equipment of the maintenance of buildings.
- ◆ The occupational hazards and safety precautions.
- ◆ Internet and e-mail

Ability to:

- ◆ Maintain confidentiality.
- ◆ Program clocks and microprocessor and digital controls
- ◆ Attain RI certification in Water Distribution Systems.
- ◆ Attain other certifications related to maintenance functions.
- ◆ Ability to supervise outside contractors working in District.

- ◆ Carry and move light loads (usually 25-35 lbs may be higher) and climb ladders.

Minimum Education, Certification and Training/Experience

- ❖ Must be of good character.
- ❖ Must possess a high school diploma or general equivalency diploma (GED).
- ❖ Must possess a valid RI drivers license
- ❖ Must have considerable experience in varied maintenance work, may have been gained through equipment in building maintenance

Experience: Such as may have been gained through experience in building maintenance work which has involved at least two of the building electrical or mechanical trades.

Certification: Licensed in one of the following areas: plumbing, electrical, or HVAC.