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| Position: Maintenance Specialist III, Mechanical Systems | Position Number: |
| Department: | FSLA: Non-exempt |
| Reports to: | Salary Grade: 119 |

Summary

Performs a variety of advanced-skilled work in the design, installation, maintenance, and purchase of mechanical flow systems including heating and air conditioning systems. Programs digital control systems to ensure proper operation. Works primarily in a single area of specialization, but is required to perform duties in other trades areas as needed and skill levels permit.

Essential Duties and Responsibilities

- Performs a variety of HVAC duties. Operates, maintains, inspects and repairs heating, air conditioning refrigeration, water treatment, co-generation, heat reclamation, thermal energy storage, ventilation and air compressor equipment.
- Tests, adjusts and calibrates boiler and air conditioning machinery and mechanical, electrical, and pneumatic control instruments. Tests and, as required, chemically treats boiler, condenser and cooling tower water and water from other systems.
- Maintains, inspects, diagnoses and makes emergency repairs to steam, natural gas, water, refrigeration, air and oil distribution systems.
- Installs, services and maintains direct digital control systems for air quality and movement.
- Contributes to designs, participates in purchases, and repairs commercial mechanical systems. Determines the need for requisitioning materials and supplies that ensure uninterrupted operation. Trouble shoots and repairs motor controllers, pumps.
- Participates with the electrician a variety of electrical repair and maintenance duties. Installs, adjusts, repairs or replaces electric lights, motors, heaters, generators, transformers, switchboards and other electrical apparatus. Installs transmission lines for electrical equipment.
- Reads and interprets blueprints, maps, schematic wiring diagrams and specifications. Maintains required records and makes reports. Prepares reports on work completed and materials used.
- May lead and instruct a small team of lower level maintenance specialists or helpers.
- Provides support to Plumbing, Automotive, Electrical, Wastewater, and Carpentry areas as needed. May perform the duties of Maintenance Specialist on an intermittent basis depending on need.

- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires a thorough knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts and set-ups used in the incumbent's journey level area of specialization. Requires a thorough knowledge of the uses and purposes of general maintenance, hand and power tools and equipment. Must know and understand all pertinent Federal, State and local laws, codes and regulations in area of specialization. Must be thoroughly familiar with safety orders of the Industrial Accident Commission related to area of specialty. Must have leadership skills sufficient to lead a small crew of maintenance staff.

- **Abilities**

Requires the ability to perform the essential duties in the area of specialization at the journey level. Must be able to use and maintain all of the tools, equipment, vehicles used during routine performance of duties. Requires the ability to plan, schedule, and carry out preventive maintenance programs, and organize repair and construction projects. Requires the ability and initiative to independently develop methods and techniques in the interest of effectiveness and efficiency. Must be able to understand and follow oral and written instructions, maintain routine records and interpret plans and specifications found in area of specialization. Must be able to obtain cooperation of and maintain harmonious relations with the employees in other departments contacted during routine performance of duties.

- **Physical Abilities**

Requires the ability to stand, walk and manipulate (lift, carry, move) light to medium weights of 10 - 50 pounds. May climb (e.g., ladders), stoop, kneel and crouch. Requires good hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate equipment and read technical and safety information.

- **Education and Experience**

Associates Degree in Energy Management, Industrial Technology, related field or completion of a formal apprenticeship in a specialized trade (HVAC Service/Controls, Industrial Electrical or Energy Management controls). Minimum of four years of experience at the journey level required.

- **Licenses and Certificates**

Requires a valid Driver's License and medical examination card. Requires appropriate licensing and/or certification in area of specialization.