

NEW CASTLE COUNTY GOVERNMENT

Number 0840

CLASS SPECIFICATION

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Date 12/23/2021

Title: BUILDING MAINTENANCE MECHANIC

Approved:



GENERAL STATEMENT OF DUTIES: Performs a variety of building and mechanical maintenance duties; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs building and mechanical maintenance work involving responsibility for the repair, heating, cooling, preventive maintenance, and custodial upkeep of various County buildings and facilities. Supervision may be exercised over Maintenance and Construction Workers, Trades Helpers, or Custodians. This employee coordinates with outside contractors and monitors the work performed by such contractors. The work is performed under general supervision leaving much latitude for independent action.

EXAMPLES OF WORK: (Illustrative only)

- Performs rough and finished carpentry, painting, plumbing, electrical, and mechanical maintenance work on public buildings, facilities, and equipment;
- Repairs desks, tables, chairs, and other office furniture;
- Repairs buildings, doors, windows, and floors;
- Repairs mechanical equipment;
- Repairs heating and air conditioning systems;
- Paints interiors and exteriors of buildings;
- Performs a variety of cement and masonry work;
- Repairs or replaces broken plumbing fixtures;
- Installs trim, doors, locks, windows, and vents;
- Installs electrical fixtures such as switches, receptacles, lighting fixtures, and fuse boxes;
- Inspects buildings, facilities, and related problems to determine repairs or maintenance needed;
- Estimates cost of repairs and maintenance work and necessary supplies;
- Maintains records on work performed;
- Responds to service requests via text, email, phone and other methods of communication;
- May make work assignments and oversee work;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of common hand tools used in building and equipment maintenance work; good knowledge of the carpentry, painting, plumbing, and electrical trades; good knowledge of heating and air conditioning systems; skill in the use of tools; mechanical ability; ability to establish and maintain effective working relationships with other employees, department managers, and outside contractors; ability to work from sketches, drawings, and blueprints; ability to estimate costs of maintenance and repair work; resourcefulness and ingenuity.

MINIMUM QUALIFICATIONS: At least three (3) years of experience as a Maintenance Mechanic in a commercial or industrial environment and possession of a high school diploma or GED; or an equivalent combination of experience, education or training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent. Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established:	01/15/66
Revised:	07/09/75
Revised:	05/01/89
Revised:	01/01/91
Revised:	01/01/96
Revised:	07/01/96
Revised:	03/01/00
Revised:	07/02/02
Revised:	02/24/14
Revised:	12/23/21