

# LEAD MECHANIC

## DEFINITION

Under direction, to assist in the maintenance and repair of a variety of building systems for the Facilities Management Department; to perform skilled administrative functions; and to do related work as required.

## EXAMPLES OF DUTIES

Assists a steamfitter in the maintenance and repairs of building heating, ventilation and air conditioning systems including air compressors, motors, valves, gaskets, pumps and fans; performs minor electrical, mechanical, carpentry, or plumbing repairs; may repair and replace pipes, valves, fittings and fixtures; cleans out drains and sewer lines; lays out and estimates materials and labor required for jobs, including scheduling staff; reads and interprets engineering drawings, manuals, etc.; functions as leadworker for others; prepares and keeps records for preventative maintenance of equipment, equipment maintenance records, vehicle repairs, key systems, departmental payroll backup; coordinates building automation systems for various facilities;

## EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience to high school graduation and three years of building experience including mechanical, plumbing, carpentry and electrical work with experience in computer applications and administrative responsibilities.

Knowledges and Abilities: Knowledge of the operation, maintenance and repairs of all components of building systems; knowledge of the principles, practices, tools and methods used in plumbing, heating, mechanical, carpentry and electrical work; knowledge of automated building preventative maintenance systems; knowledge of administrative procedures; knowledge of applicable code requirements; knowledge of occupational hazards and safety precautions; ability to follow oral and written instructions including plans and specifications; knowledge of building automation systems; knowledge of building keying and hardware systems; ability to work cooperatively with and direct the work of others; ability to perform moderately heavy labor; ability to drive motorized vehicles.