

CITY OF SHAKER HEIGHTS
Position Vacancy Announcement
FOR IMMEDIATE POSTING
November 6, 2018

Job Title: Building Maintenance Mechanic
Department: Public Works Department
Salary: \$45,695 to \$57,068, DOQ
Application Deadline: Open until position is filled.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs intermediate skilled work in a variety of building and facility maintenance assignments; does related work as required. Work is performed under regular supervision. Limited supervision may be exercised over custodial and maintenance staff.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Maintaining and repairing public buildings, grounds, related equipment and systems.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Installs and repairs electrical equipment and systems; installs new equipment as needed;
- Schedules and supervises contractors and employees;
- Repairs plumbing systems and fixtures; unstops drains; replaces seals and valves;
- Repairs and maintains heating and cooling systems and controls;
- Performs carpentry, masonry, painting, locksmith and concrete repair and maintenance work;
- Determines and purchases necessary equipment and supplies for projects;
- Maintains and repairs roofs, gutters, foundations, appliances and furniture;
- Performs light maintenance duties as needed, including changing light bulbs, sweeping and cleaning floors,
- General facility upkeep and maintenance;
- Works with contractors on City projects and performs follow-up work as needed;
- Develops and implements preventative maintenance programs;
- Recovers refrigerants per EPA requirements;
- Performs aerial work using a ladder, lift and/or a bucket truck;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of maintenance and repair of facilities, including electrical, plumbing and HVAC systems; thorough knowledge of the use of common hand and specialized power tools required in the work; thorough knowledge of the safe use and operation and preventive maintenance of electrical and mechanical equipment; ability to read and understand blue-prints and to follow manufacturer's instructions; skill in performing intermediate carpentry work; skill in the use of equipment to which assigned; ability to perform manual labor for extended periods, often under unfavorable weather conditions.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and extensive experience in the building trades and/or facility maintenance.

PHYSICAL REQUIREMENTS:

This is very heavy work requiring exertion in excess of 100 pounds occasionally, in excess of 50 pounds frequently, and in excess of 20 pounds force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth, color perception, preparing and analyzing written or computer data, visual inspection for small defects, small parts, use of measuring devices, assembly/fabrication of parts at arm's length, operation of machines, motor vehicles or equipment, determining accuracy and thoroughness of work, observing general surroundings and activities; the worker subject to inside, outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Ohio and air conditioning certification appropriate training

and/or experience to maintain and service technical equipment at designated facilities.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Effective February 12, 2016 the City of Shaker Heights will no longer hire external candidates who use any form of tobacco or nicotine products.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

PLEASE FILE APPLICATION WITH THE HUMAN RESOURCES DEPARTMENT, 3400 LEE ROAD, SHAKER HEIGHTS, OH 44120. APPLICATIONS ARE AVAILABLE ONLINE AT SHAKERONLINE.COM AND AT CITY HALL.
E-MAIL: human.resources@shakeronline.com EOE