



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

FACILITIES MAINTENANCE MECHANIC

Group-Section: Business Technology Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 37 Job #: TA14
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JOB SUMMARY

This is a journey level position performing Facility Maintenance Mechanic job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and apply the full range of specialized skills and job knowledge in area of specialization; adapts procedures, operations, techniques, tools, materials, and/or equipment to meet needs of area of specialization. Uses judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Supervision Given: May act as a lead. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Performs general facility basic troubleshooting, maintenance, and repair including carpentry, electrical, mechanical, plumbing, and locksmithing.
2. Performs minor facility equipment installations.
3. Performs required facility safety and regulatory inspections.
4. Collects and packages used batteries for disposal.
5. Prepares appropriate forms and/or purchases equipment, parts, and tools.
6. Initiate and tracks repair and maintenance orders.
7. Relocates office contents, including equipment, computers, and furnishings.

8. Assembles and installs office furniture and equipment, cubicles, electrical and communication components, and signage.
9. Fabricates and installs seismic bracing and other miscellaneous materials as needed.
10. Performs special events set up and breakdown including tables, chairs, room dividers, extension cords, sound system equipment, and other aesthetic components.
11. Inspects and verifies emergency supplies and first aid equipment.
12. Transports supplies, parts, and equipment.
13. Performs other related Facility Maintenance Mechanic job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or general education development test (GED) and six years of relevant experience.

Required Knowledge of: Troubleshooting, maintenance and repair, carpentry, electrical and mechanical systems, plumbing, and locksmithing; building safety codes and regulations; and current office technology and equipment.

Required Skills and Abilities to: Use power equipment and hand tools; apply general rules related to facility repair and maintenance; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment: The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

Vision Requirements: No special vision requirements.