



## City of Irving Job Description

### Facilities Maintenance Mechanic

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Multiple Departments
<b>Job Code:</b>	04382 (FT) / 99425 (PT)	<b>Reports To (Job Title):</b>	Designated Supervisor

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#### PURPOSE

To perform a variety of carpentry, plumbing, electrical, and masonry work on municipal buildings and facilities and to provide general services as needed.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Perform carpentry, electrical, masonry, roofing, and plumbing work as needed to maintain buildings and facilities in good order.
- Troubleshoot and repair various building facilities and report major repairs to immediate supervisor.
- Maintain mechanical security systems including interior and exterior locks.
- Move and rearrange furniture and objects; Assemble and dismantle furniture, wall sections, and drop ceiling.
- Repair and paint exterior and interior walls.
- Prepare surfaces for paints, stain, varnish, plaster, or repair as needed.
- Perform light custodial work and repairs as needed.
- Respond to service calls concerning building maintenance on a stand-by (“on call”) basis
- Respond to ‘after hour’ call outs on emergency calls.
- Perform many phases of new construction for building additions, remodels, or new structures.
- Perform related duties as assigned.

#### **If Assigned to the Irving Arts Center (IAC):**

- Service vehicles used in the course of work.
- Respond to service calls concerning building maintenance on an “on call” basis.

#### OTHER DUTIES AND RESPONSIBILITIES

- Maintain inventory of necessary parts and tools for a variety of tasks.

#### **If Assigned to Irving Arts Center (IAC):**

- Clean and maintain exterior fountains and pools and sculpture as directed.

#### **If Assigned to Parks & Recreation:**

- Infrastructure repairs to facilities in the parks to include playgrounds and Pavilions.
- Set up and operate Sound Systems, Event stages and Electrical needs for various City Special Events.

## **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Depending on assignment, may make annual expenditures up to \$50,000, possibly using a Purchase Card.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to the completion of 12th grade.

### **EXPERIENCE**

- At least two (2) years of applicable mechanical experience and responsibility.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate valid Texas driver's license.

### **KNOWLEDGE OF**

- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Electrical principles and safety.

### **SKILLS AND ABILITIES IN**

- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Service Orientation: Actively looking for ways to help people.
- Oral and Written Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.

- **Prioritization:** Selecting, from multiple options, activities to achieve a goal.
- **Reading Comprehension:** Reading and interpreting documents.
- **Sequencing:** Correctly follow a given rule or set of rules to arrange things or actions.

## **GUIDANCE RECEIVED**

### **On-going Instructions and Range of Procedures**

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position. **Note:** Departments may use general instructions requiring some interpretation.

## **CONTACTS**

Deals with contractors, vendors, sales persons, internal and external customers and other departments.

## **EQUIPMENT AND PROPERTY**

Operates City vehicles, power tools, hand tools, construction equipment, bucket trucks, ladders, and/or lifts.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to balance, carry, climb, grasp, handle, feel, kneel, lift up to 25 pounds, listen, reach, sit, smell, stoop, talk, and/or walk. Frequently, s/he is required to crawl, drive a vehicle, lift up to 50 pounds, pull, push, run, see, and/or stand. S/he occasionally is required to lift over 100 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee regularly is exposed to extreme vibration, confining work space, high precarious places, a dirty environment, toxic materials, electrical hazards, extreme temperature or weather conditions, air contamination, improper illumination, moving mechanical parts. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually high.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.