

## **HEAD MAINTENANCE MECHANIC**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an important maintenance position involving leadership and participation in the efficient performance of semi-skilled and skilled tasks in the operation, maintenance and repair of mechanical and electrical equipment and systems. The work is performed under general supervision of a higher level employee, allowing considerable leeway for the exercise of independent judgment in keeping equipment up to approved standards. Supervision is exercised over several maintenance employees. Supervision may also be exercised over the work of Groundskeepers and Laborers.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to the work activities performed by lower level titles in this series.

1. Leads and participates in the performance of appropriate operating, adjustment, repair, maintenance and safety practices and procedures for mechanical and electrical equipment and systems;
2. Plans details of work assignments and projects for a small group;
3. May lead and participate in the repair and maintenance of plumbing and heating facilities including washrooms and related piping, traps, storm drains, gas lines, steam piping, boilers, return vacuum pumps, and various types of control apparatus;
4. May lead and participate in the repair and maintenance of exterior of buildings, including glazing, sheetmetal work, slate, tar and gravel roofs;
5. Leads and participates in preventative and corrective maintenance operations;
6. Schedules preventative maintenance operations including lubrication, and parts replacement;
7. Keeps maintenance records for equipment;
8. Keeps inventory records and reorders necessary parts;
9. May figure and submit maintenance budget requests;
10. Instructs a small group in the installation and repair of equipment;
11. Leads and participates in a variety of other building maintenance activities;
12. May be required to participate in snow and ice control activities;
13. May be required to operate a motor vehicle in connection with assignments;
14. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the standard practices, processes, materials and safety procedures of any one or all of the following: plumbing, steam-fitting, electrical and carpentry trades; thorough knowledge of the tools, terminology and principles of a skilled trade; ability to plan work and to supervise subordinates on the job; ability to act quickly and efficiently in the event of mechanical failure; ability to carry out detailed oral and written instructions; mechanical aptitude; manual dexterity; dependability; initiative; good judgment; physical condition commensurate with the demands of the position.

