

## SENIOR MAINTENANCE MECHANIC III (BUILDINGS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this foreman level position supervises a staff, including at least one journeyman, in performing maintenance and repair. The incumbent is responsible for directing, supervising, planning and implementing a building maintenance and repair program. The incumbent inspects facilities and recommends action. The incumbent plans and lays out work, estimates materials, costs and staffing requirements. Work is performed with considerable independence in accordance with departmental goals and procedures. More complex jobs may require detailed instructions, blueprints, or sketches from an engineer or technician. The incumbent has full knowledge of the principals, tools, and techniques utilized in building maintenance. The difference between this foreman level position and that of the journeyman is that the foreman supervises at least one journeyman and may supervise a number of lower level full-time, seasonal and temporary personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises and participates in building repairs or alterations to original construction;

Supervises and participates in the repair and replacement of various types of roofing and flooring, including tile work;

Supervises and/or performs electrical installation and repair work including such things as repairing or installing outlets, connecting fixtures, changing ballasts and bulbs;

Supervises and participates in the installation, repair and maintenance of work stands, toilets, showers, drains, sinks, radiators and other equipment;

Supervises maintenance of grounds adjacent to buildings;

Lays out jobs making up rough plans and sketches when needed;

Supervises the cleaning of County facilities and the restocking of lavatories;

Trains lower level personnel in various aspects of building maintenance;

Trains subordinates in the proper use of tools;

Performs an immediate inspection in the event of a building emergency and takes proper corrective action;

Receives, checks and maintains stock;

Prepares personnel time sheets, requisitions materials and supplies, and prepares other reports;

Assigns daily work schedule to subordinates and makes routine inspection of work assigned;

EXAMPLES OF WORK: (Illustrative Only)

Plans repairs and alterations making estimates of material costs and staffing requirements;

Secures information and assists in yearly budget formulation;

May supervise the performance of service contracts and maintenance contracts to ensure that work is performed in accordance with contract specifications;

Recommends new methods and equipment to improve work performance;

Performs routine and emergency repairs and maintenance, both scheduled and in response to emergency situations, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the tools, techniques and terminology of building maintenance; thorough knowledge of the accident and safety precautions of the building trades; ability to layout maintenance, repair, reconstruction and alteration jobs in the most economical manner which adequately meet the need, specifying the amount of materials to be used and estimating time and material costs; ability to give effective supervision to lower level personnel; resourcefulness and imagination in meeting new and unusual building and repair problem; initiative in carrying out repair work and in seeking improved work methods; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) high school or equivalency diploma and eight years of building maintenance work experience, four of which must have been in a wide variety of maintenance, repair and installation work and two of which must have involved the lay out of work for others; or (b) completion of a two year post high school course in building or construction technology and six years of building trade experience including two years of specialized experience; or (c) twelve years of experience in building trade work including the specialized experience listed in (a); or (d) a satisfactory equivalent combination of the training and experience as defined by the limits of (a), (b) and (c).

SPECIAL REQUIREMENT: Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.