

**SACRAMENTO REGIONAL TRANSIT DISTRICT
JOB DESCRIPTION**

FACILITIES MAINTENANCE MECHANIC

FLSA Exemption Status: Non-Exempt

Authorized: 02/02

Bd. Revised: 05/08

Job Summary

Using specialized knowledge and expertise in HVAC, carpentry, painting, masonry, plumbing, electrical, and mechanical systems maintenance and repair, performs a variety of skilled maintenance work to repair, and remodel District buildings, facilities, electrical and mechanical systems, equipment, and fixtures; as assigned, may provide assistance, training and functional direction to less experienced employees; may coordinate the work of contractors; may serve in a lead capacity during absence of supervisor; safely operates District vehicles and equipment; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs related work as assigned.

Distinguishing Characteristics

This is a full journey level classification responsible for performing a variety of complex tasks. This classification is distinguished from the Facilities and Grounds Worker II responsible for performing skilled landscaping and grounds maintenance work and semi-skilled preventive maintenance and repair work at light rail stations, park and ride facilities and future use properties. This classification is distinguished from the Facilities Electronic Technician responsible for the inspection, diagnoses, troubleshooting, maintenance, and repair of the District's mechanical, electrical, and electronic equipment and systems, including compressed natural gas (CNG) equipment, fiber optics and telecommunications systems.

Supervision Received

Receives limited supervision within a framework of standard operating policies and procedures.

Supervision Exercised

May provide technical direction and/or serve as a lead to other Facilities Maintenance employees. May coordinate and/or oversee the work of contractors as assigned.

Essential Functions and Responsibilities

Performs preventive maintenance, troubleshoots, diagnoses, and repairs District buildings, facilities, fixtures, equipment, and property. Specialized knowledge and expertise in HVAC, carpentry, painting, masonry, plumbing, electrical and mechanical systems are required to perform a variety of duties including: asphalt repair, concrete paving and finishing; building partitions and cabinets; repairing heating, lighting, cooling, plumbing, ventilation systems and CNG equipment; installation and maintenance of network and electronic wiring; and the installation and maintenance of

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cameras; analyzes and diagnoses equipment problems; identifies safety hazards; safely operates District vehicles, tools, and equipment required in the normal performance of duties; may instruct, direct and/or assist employees in other classifications; may serve in a lead capacity during absence of supervisor; may coordinate and oversee the work of contractors; and performs other related duties as assigned.

Required Education, Experience, Knowledge Skills and Abilities

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:

High school diploma or equivalent.

Required Prior Experience:

Three years of full-time work experience successfully performing journey-level duties related to the operation, maintenance and repair of electrical and mechanical systems, such as heating, lighting, air conditioning and ventilation or skilled construction work; or two years of related journey-level work experience plus successful completion of a post-secondary Mechanical-Electrical Technology Certification Program, or successful completion of District sponsored certification and training program.

Licenses and/or Certificates:

Possession of a valid Class C California Driver's License; a satisfactory driving record; possession of, or ability to obtain a Refrigeration Recovery/Containment Certificate Type II (per Federal EPA regulations) within 90 days of appointment; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment; required to obtain the tools for the Facilities Maintenance Mechanic by the end of the probationary period.

Required Knowledge of:

- Methods and principles related to the skilled trades of HVAC, carpentry, painting, electrical, mechanical maintenance and/or plumbing.
- Methods, tools, materials and equipment used in the operation, maintenance and repair of heating, ventilation, air conditioning, refrigeration, minor electrical and piping systems.
- Standard and proper use of tools and equipment related to facilities construction, maintenance and repair.
- Care and maintenance of commonly used hand and power tools and equipment.
- Pertinent local, state and federal codes and safety regulations.
- Standard and accepted preventative maintenance requirements.
- Standard and accepted first aid and safety practices.
- Proper handling and disposal of material containing blood borne pathogens.

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Required Ability to:

- Safely and effectively perform skilled maintenance tasks on District facilities, property, fixtures, electrical and mechanical systems, and equipment.
- Adjust and calibrate pneumatic, electrical and computerized controls connected to air conditioning systems.
- Troubleshoot/diagnose and correct infrastructure problems with Districts facilities, equipment and property.
- Understand use of Programmable Logic Controls (PLC).
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials.
- Exercise good judgment and effectively solve practical problems
- Safely operate a variety of District equipment and vehicles.
- Read and interpret work plans, blue prints, schematics, operations and service manuals.
- Understand and effectively follow both oral and written instructions.
- Learn new skills and adapt to new and evolving technologies.
- Work independently for long periods of time and as a positive team member.
- Coordinate the work of contractors; and direct and instruct less experienced employees on proper work methods and use of tools and equipment.
- Use tact and diplomacy in interactions with employees, contractors and the general public.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform the essential functions of the job without causing harm to self or others.

Required Computer Skills with:

- Working knowledge of personal computers and a variety of Windows applications
- Learn and effectively use GroupWise email software.
- Learn and effectively use SAP PM/RM work order computer software.
- Learn and effectively use GPS system.

Physical and Mental Requirements

The essential functions of this job are performed both inside and outside in various weather conditions, exposing incumbents to extreme heat and cold. Work is frequently performed on ladders and scaffolding at elevated heights and around vehicles, equipment and machinery with moving parts. Incumbents are regularly exposed to 480 volts of electrical energy, toxic and/or caustic solvents and chemicals, dust, grease, oils and intermittent loud noise. Occasionally, work is performed below ground, in confined spaces, and/or on uneven, wet and slippery surfaces; and incumbents are occasionally subjected to vibrations and exposed to grease and oils, fumes, smoke, and gases.

Depending upon assignment, the essential functions of the job require incumbents to walk for extended periods of time; to climb ladders, to stoop, kneel, crouch, crawl, and stand, to occasionally sit for extended periods of time; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and controls and/or to feel the attributes of objects by touch; to lift objects weighing up

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to 50 pounds; to carry objects weighing up to 50 pounds; to push and pull objects weighing up to 75 pounds; to hear and talk to receive and communicate instructions and other information; to bend and twist torso and rotate neck; to see objects clearly within one to twenty feet, using a full field of vision, good depth perception and the ability to view objects at night; and to operate vehicles and equipment requiring the use of both hands and feet.