

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Resident Maintenance Service Mechanic I

JOB CODE: 6220

DEPARTMENT: Facilities Operations, Maintenance

SCHEDULE: HO

DATE: 10/15/2018

BASIC OBJECTIVES

Responsible for the performance of planned preventative maintenance tasks, initial troubleshooting and corrective maintenance tasks for assigned buildings. Communicates with the site administrator or designee responsible for physical plant on matters related to facilities operations, status of maintenance jobs, preventive maintenance program and requirements for support services. Works under the general direction and supervision of a Resident Maintenance Service Mechanic II, a Certified Zone Mechanic and/or a Foreperson-Resident Maintenance Service Mechanic. Assists in the job tasks and responsibilities listed below, while developing sufficient technical proficiency to independently perform the following job tasks and responsibilities.

JOB TASKS/RESPONSIBILITIES

1. Inspects building interiors, exteriors, doors, windows, floors, roofs, life safety systems, and furnishings to identify any necessary repairs and performs them where practical.
2. Makes minor masonry repairs such as patching cracked concrete and replacing broken concrete blocks.
3. Performs minor maintenance painting including tasks such as patching holes, sanding, and spot painting.
4. Repairs leaking connections, fitting, couplings and fixtures, faucets, washers, seats, stems and valves.
5. Replaces spigots, faucets, and valves; unstops obstructed plumbing lines and fixtures.
6. Takes voltage and current readings; checks operation of controls; tests circuits to determine if service is active.
7. Replaces ballasts; repairs and/or replaces light switches and receptacles; replaces inoperative fuses and reactivates tripped circuit breakers.
8. Troubleshoots, repairs and/or replaces minor appliances such as clocks, small motors, water coolers, unit air conditioners, fans, pumps and kitchen equipment.
9. Operates all HVAC equipment according to established procedures.
10. Checks equipment operation including visual and audio inspections, and makes Comparisons of gauge readings and equipment settings with predetermined parameters.

11. Inspects drive belts and couplings for tightness and wear, and adjusts and/or replaces belts as necessary.
12. Cleans and/or changes filters and does minor coil cleaning.
13. Checks hydronic systems to determine proper operations of the related equipment.
14. Blows down boilers, flushes and cleans cooling water tower systems as necessary.
15. Stays current with codes and building technology.
16. Maintains inspection records of building systems and initiate corrective action of identified deficiencies.
17. Monitors and documents contractor activity at assigned facilities.
18. Performs other related tasks as assigned.

PHYSICAL REQUIREMENTS

This is heavy work which requires the following physical activities; climbing, balancing, bending, stooping, kneeling, crouching, crawling, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The worker is exposed to noise, hazards, oils and atmospheric conditions. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Written evidence of graduation from high school or equivalent.
2. Ability to read, write and understand oral and written instructions in English.
3. Three (3) years demonstrated combined experience in a minimum of two (2) building trades.

OR

Licensed Journeyman in an appropriate trade for at least (6) months. Possession of a valid Certificate of Competency as a licensed Journeyman from Miami-Dade, Broward, Collier, Monroe or Palm Beach County.

4. Successful completion of the applicable M-DCPS skills test.
5. Possession of a valid State of Florida Class E driver's license.
6. Satisfactory completion of a physical examination prior to hire date.