

CLASS TITLE: PAC MAINTENANCE MECHANIC WORKER

PURPOSE OF THE CLASSIFICATION: Under general supervision performs semiskilled to skilled maintenance, operations, installation and repair of electrical, mechanical and HVAC systems, including fluid transfer, sewer pump and fire alarm/control processes, event setups as applicable for the Performing Arts Center (PAC) and other related assigned duties.

ESSENTIAL TASKS:

- Performs semiskilled carpentry, electrical, mechanical and plumbing repairs, including maintenance of lift station facilities
- Scrapes, strips, sands, putties, primes, paints, stains, varnishes, plasters, drywalls and glazes
- Operates and maintains low pressure steam heating equipment and chilled water HVAC control system, including inspection and assisting in determining maintenance needs concerning repair or adjustment of mechanical and related control systems
- Performs set up/tear down for a variety of meetings and performing events
- Repairs valves, switches, circuitry, switchboards, gears, starters and controllers
- Performs repair activities on water/drainage lines, pumping equipment, motors and other specialty trade work
- Maintains, repairs and operates a variety of hand tools and motors
- Maintains and monitors fluid transfer, sewer pump and fire alarm/control systems
- Performs cleanup of work areas and equipment upon job completion and grounds upkeep and janitorial service
- Repairs water leaks, replaces/repairs worn or broken parts, reassembles components and installs new and rebuilt equipment
- Responsible for notifying appropriate personnel of conditions which may warrant theater evacuation
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and three (3) years of progressively responsible skilled mechanical maintenance work, including one (1) year of experience in the repair, maintenance and operation of electrical motors, controls and complex mechanical and related electronic equipment, including experience in general maintenance and the renovation field; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Refer to the Mechanical Utility Worker progression criterion document for additional requirements.

Knowledge, Abilities, and Skills: Good knowledge of manual labor practices; good knowledge of electrical motors and controls and proper repair and maintenance, including materials handling systems; good knowledge of mechanical, electronic, plumbing, filtration, electrical, HVAC and building maintenance work; good knowledge of the safety precautions of mechanical maintenance; good knowledge of operating principles of pumps and other equipment related to pressure systems and treatment facilities; and some knowledge of computer to operate motors/pumps and control systems.. Ability to make inspections and determine operating conditions, needed repairs, maintenance and servicing of plumbing, mechanical and electrical units and related equipment to expediently make repairs; ability to read and follow verbal and written instructions; ability to act as on duty engineer and determine theater safety; ability to write routine reports and order and maintain parts, tools and supply inventories; ability to read and interpret plans and specifications; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifts/carries up to 20 pounds with occasional lifting up to 80 pounds; occasionally carries/lifts up to 80 pounds; constantly lifts/carries up to 10 pounds; occasional pulling up to 10 pounds; frequent balancing,

kneeling, bending, handling, feeling, climbing, smelling and twisting; occasional crawling and reaching; and vision, speech and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and preferably a 3rd Class Stationary Engineer Certificate or a mechanical, electrical or plumbing apprentice license.

WORKING ENVIRONMENT: Working environment is either primarily indoors and occasionally outdoors and in inclement weather; and may be exposed to the following: hazardous materials, flammable liquids, damp/wet and snow/ice covered surfaces and toxic fumes/vapors/odors.

Class Code: 8503

EEO Code: N-07

Pay Grade: LT-16

Group: Labor and Trades

Series: Equipment and Plant Management

Effective date: October 4, 2012