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*Private Management for Public Facilities*

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## **Job Description**

**Position:** Maintenance Mechanic

**Department:** Maintenance

**Status:** Hourly

**Reports to:** Chief Engineer

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**SUMMARY:** Maintains in good working condition all facility equipment and performs predictive/preventative/repair procedures including; HVAC, mechanical, plumbing, minor electrical, building automation, roofing, cleaning equipment, and other duties as assigned by the Chief Engineer, by performing the following duties:

### **Essential Duties and Responsibilities**

- ❖ Repairs and maintains all major facility operating systems and equipment including pumps, boilers, fan power boxes, air handlers, life safety systems, floors, doors, walls, and windows.
- ❖ Follow company and manufacturer best practices in the performance of routine maintenance procedures on all facility equipment.
- ❖ Investigate and correct malfunction or breakdown of facility systems and equipment.
- ❖ Forecast potential service disruptions and intervene during downtime to prevent operational impact.
- ❖ Makes temporary emergency repairs on all equipment to avoid service interruption.
- ❖ Document all maintenance and repairs performed on the SMG Maintenance Management system.
- ❖ Close all assigned work orders daily.
- ❖ Recommends supplies to order to supervisor.
- ❖ Follows procedures for use of Work Orders and SMG Maintenance Manager systems.
- ❖ Familiar with code compliance regulations as they pertain to OSHA, TDLR, and municipal building code.
- ❖ Knowledge of industry standard practices pertaining to maintenance and care of large scale equipment.
- ❖ Performs other duties as assigned by Chief Engineer.

## **Education and/or Experience**

Graduation from high school or the equivalent, and a minimum of three (3) years' experience in the operation and maintenance of large, modern building equipment including HVAC and plumbing. A mechanical, electrical, plumbing, or HAVC license or certification is preferred however, a relevant combination of education and experience will be considered.

## **Supervisory Responsibilities**

This position has no supervisory responsibilities

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Knowledge, Skills and Abilities**

- ❖ Technical proficiency in the maintenance and repair of large scale facility equipment.
- ❖ Familiar with industry standards pertaining to frequency and documentation of preventative maintenance practices.
- ❖ Proficient with data entry including Microsoft office, web-based energy management systems and, maintenance management software.
- ❖ Strong communication skills required both verbal and written.
- ❖ Professional presentation, appearance, and work ethic.
- ❖ Ability to work with minimal supervision.
- ❖ **Ability to work irregular/extended hours including night, weekend and holiday duties as required.**

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to work both indoors and outdoors as required by the function. Must have the physical ability to maneuver around facility(ies), at times, walking and/or standing up to 8-14 hours daily as well as the ability to frequently lift in the excess of 50 pounds. This position is also exposed to adverse conditions including inclement weather, noise, fumes, heights, etc.

The company reserves the right to change or modify all job descriptions as needed. This description portrays in general terms the type and levels of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills, and abilities

may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.