

## NFCC Job Description

**Job Title:** Maintenance Mechanic  
**Department:** Maintenance  
**Reports To:** Director of Physical Plant  
**FLSA Status:** Non-Exempt  
**Prepared By:** HR Department  
**Prepared Date:** August 1, 2001  
**Approved By:**  
**Revised Date:** March 1, 2008

### **SUMMARY**

This is a semiskilled work in several trades in the maintenance and repair of sheds, buildings, furniture and/or equipment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Below are listed the primary tasks identified for this position. The duties articulated though not exhaustive, indicate the majority of the functions assigned to this position. Other duties may be assigned based on institutional.

1. Replaces light switches, bulbs, ballasts, fuses, and light fixtures. Installs new receptacles, switches, and fixtures. Performs other minor electrical work.
2. Makes repairs and adjustments to plumbing equipment such as faucets, flush valves, toilets, stopping leaks, replacing valves, unstopping toilets, drains, sewer lines and other moderately complex repairs.
3. Builds walls that include the framing, sheetrock, and painting.
4. Repairs and installs doors, locks, and hardware. Repairs chairs, tables, and other furniture.
5. Performs a variety of brick and concrete repairs.
6. Cleans and replaces worn out parts on a variety of equipment.
7. Installs and maintains data and phone lines.
8. Operate College equipment which will include trucks, cars and golf carts.
9. Performs related work as may be assigned from time to time.

### **SUPERVISORY RESPONSIBILITIES**

This job 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.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) plus one (1) year of paid experience in the maintenance and repair of buildings, plumbing or mechanical equipment.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid drivers license.

**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 is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee frequently is required to sit. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 is regularly exposed to moving mechanical parts. The employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually loud.