

CLASS SPECIFICATION FOR
Plant Maintenance Mechanic

GENERAL STATEMENT OF DUTIES: Performs maintenance on and operation and inspection of mechanical, electrical, plumbing, and pneumatic-electronic equipment in a number of County buildings; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for programming, interpreting, monitoring and operating controls and mechanical, electrical, and security equipment for several buildings. This class is concerned with a variety of different makes and manufacturers of boilers, chillers, pumps, compressors, electrical and circuitry systems, electronic-pneumatic controls and kitchen equipment. The employee maintains and inspects daily all building environmental systems and communications. Work is performed independently, with problems referred to a Senior Plant Maintenance Mechanic or Building Superintendent for assistance.

EXAMPLES OF WORK (illustrative only):

- Inspects mechanical and electrical systems daily;
- Checks with Electronic Controls Technician pertaining to printout or alarms of data management system and investigates unusual conditions;
- Periodically verifies and checks life safety equipment, such as ionization detectors, smoke detectors, fire alarms, door intrusion alarms and microwave intrusion alarms;
- Changes or cleans filters in air handling units (large type), fan coil units, pumps and other equipment;
- Lubricates mechanical equipment according to manufacturers' specifications, on preventive maintenance basis or as needed;
- Tests emergency diesel generator equipment and controls on prescribed schedule;
- Operates mechanical systems such as chillers, boilers, pumps of various types, air handling units, air compressors, air dryers, domestic water heaters, and other related systems;
- Performs routine building maintenance, such as adjusting doors (roll-up and standard), making minor masonry repairs, replacing light bulbs or tubes and repairing hardware;
- Adjusts and repairs office furniture;
- Repairs kitchen equipment and plumbing;
- Repairs and adjusts toilet fixtures;
- Cleans and adjusts controls for cooling towers;
- Occasionally tests and adjusts controls for water flow and air delivery volumes in piping and air moduline systems;
- Uses test instruments such as volt-amp meter, velocity meter (water and air), humidity-temperature recorders;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the general maintenance of buildings; thorough knowledge of building, mechanical, and electrical systems; good knowledge of refrigeration and communications systems; ability to follow written and oral instructions; ability to keep records and to make written reports; ability to work well with co-workers and other County employees of all ages; ability to work independently; physical condition that will permit activities including but not limited to heavy lifting, pushing, stooping, climbing ladders and working under adverse temperatures and/or whether conditions.

Plant Maintenance Mechanic (continued)

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school, preferably with courses and training in electrical-pneumatic controls, refrigeration and mechanical equipment, and three (3) years of related work experience in buildings comparable to the Henrico County Government Center; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Some positions may require possession of a valid driver's license issued by the state of Virginia. May require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory demands and/or physical hazards of the position.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.