



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Building Mechanic	Job Code:	801140	Job Grade:	09
Reports To:	Maintenance Supervisor	Pos. No:	Various	FLSA Code:	N
Department:	Facilities Management Juvenile	Loc. Code:	Various	SIC Code:	7349
		WC Code:		WC Code:	8810
Division:		CS Code:	C	EEO Code:	G15

Summary of Functions: Maintains equipment, hardware and building systems, and performs general maintenance duties County-wide or at independent facilities. Works under limited supervision.

Management Scope: N/A

Duties and Responsibilities: <u>Must be demonstrated within first six (6) months.</u>	% of Time	Essential Non-essential
1. Maintains building HVAC and building automation systems, including air conditioning, heating, plumbing, minor electrical and lighting.	45	E
2. Assists plumbers, electricians or other personnel.	25	E
3. Prepares <u>and</u> maintains logs and records of equipment operations, building automation systems and system repairs.	10	E
4. Samples and tests boilers and cooling towers and prepares reports.	05	N
5. Reviews pass down reports of equipment, tools and preventive maintenance checklists.	05	N
6. May act as a lead person on assignments.	05	N
7. Performs other duties as assigned.	05	N

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED Program. One (1) year of work related experience (per Facilities hiring/promotion matrix).

Special Note: One (1) year of work related experience can substitute for one (1) year of formal training or any combination of the two.

Special Requirements/Knowledge, Skills & Abilities:

Must have a valid Texas Drivers License, good driving record, maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code. Must pass a security clearance check. **Position may be required to work rotating shifts and days.**

Physical/Environmental Requirements:

Requires the ability to climb ladders and lift weights in excess of 50 lbs. assisted. Ability to withstand

prolonged sitting, standing, bending, squatting, twisting, kneeling, stretching, lifting and climbing ladders. Must be able to work in varying conditions, surroundings and weather conditions. May be subject to changes in shift schedules and work locations.

Juvenile Department: ***“Position requires working with juveniles who may have committed dangerous/aggressive acts; should possess a high tolerance for working in an emotionally demanding/stressful work environment.”***

Hay Points/Point Factor:

COL1=125, E1=10, VM2B=15, PD2C=25, WH1C=20, WE2C=20, IC1C=25, DL3=20, PS2=15, RE1B=10, SF1A=5, TTL: 290

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date October 2003;
4/2/2015; 8/11/2015

Approved by Civil Service Commission on

Date November 17, 2003;
4/20/2015, 8/11/2015

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.