

## MASTER MECHANIC II

DISTINGUISHING FEATURES OF THE CLASS: This is skilled mechanical work requiring a high level of technical journey experience in a particular trade skill or skills and involves limited operational level administrative duties, including leading a work crew while fully participating in the work. Work is differentiated from Master Mechanic I by higher level of technical journey skill and experience, level of independent operation, and limited administrative and supervisory responsibilities. Work is performed under general direction of the Supervisor of Facilities with substantial leeway for the exercise of personal skill. Employees in this class may be on call or be required to respond at times other than regularly scheduled work hours. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Routinely makes inspections of buildings, grounds and stationary mechanical equipment for determining trade maintenance and/or replacement needs;  
Assists in planning the work of maintenance crew(s), inspects work projects and oversees work sites for safety compliance and accident prevention;  
Leads and directs the maintenance, repair and construction of buildings and/or building facilities and equipment;  
Conducts work from blueprints, schematics, rough sketches or oral instructions;  
Instructs Building Maintenance Workers and Custodians in routine, minor repair techniques;  
Trains new workers in the use of equipment and tools;  
Inventories and requisitions materials, supplies and tools;  
Provides information for the planning and implementation of a program of preventative maintenance;  
Submits budget estimates for trade(s);  
Maintains routine records and prepares routine reports;  
Assigns work to maintenance crews;  
Performs semi-skilled maintenance work in other craft fields;  
May, in time of emergency, perform general maintenance duties as required including but not limited to snow and ice removal, door and window repairs, water cleanup from flooding or other water-related emergencies, etc.  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of materials, practices, tools, terminology and safety precautions of the trade or trades in which employed; familiarity with the state and local

building, fire and other applicable codes for the work being performed; skill in the use of the tools of the trades; ability to work from plans, specifications, schematics and to follow rough sketches and oral instructions; ability to plan, schedule, lay-out, lead and direct the work of mechanics, maintenance workers and helpers; ability to maintain an inventory and storage system; ability to prepare activity records and reports; mechanical aptitude.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and ten (10) years of journey-level construction and/or maintenance experience in the trade skills of the class, two (2) years of which must have involved leading and/or directing the work of other journey-level tradespeople. (Time spent as a Laborer or trade helper will not be considered qualifying); or
- b) Twelve (12) years of journey-level construction and/or maintenance experience in the trade skills of the class, two (2) years of which must have involved leading and/or directing the work of other journey-level tradespeople. (Time spent as a Laborer or trade helper will not be considered qualifying); or
- c) An equivalent combination of training and experience as described in a) and b) above.

SUBSTITUTION NOTE: High school vocational training or technical school training or formal apprenticeship training in a trade skill may be substituted for experience on a year-for-year basis.

SPECIAL REQUIREMENTS:

1. Possession of a CDL-Class B license within six (6) months of appointment.
2. Depending upon work assignment, other motor vehicle or equipment licensing may be required, as needed.

TYPICAL TRADE SKILLS:

Automotive  
Carpentry  
Electrical  
Electric Motor, Pumps, Generator or Component Repair  
Elevator Repairing  
Heating, Ventilating & Air Conditioning  
Locksmith  
Masonry  
Painting  
Plumbing  
Roofing  
Welding