

POSITION DESCRIPTION

**TITLE: General Trades Mechanic - (Non-Exempt)
 (General Maintenance & Support)**

Collective Bargaining - Eligible

Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.

JOB SUMMARY:

This is a multi-purpose position involving several general maintenance duties consisting of, but not limited to, minor carpentry, basic locksmith functions and areas of public safety, such as, assisting with smoke detectors and fire alarm tests. Employees in this category receive instruction from the Building Trades Supervisor or other designated high level Physical Plant personnel. The employee must possess advanced skills such as layout and estimating. The employee must also possess strong leadership skills, an ability to make proper decisions on their own, and must be able to work at high heights on ladders and scaffolding. The employee will be required to be “on call” for emergencies on weekends, evenings, and holidays, and therefore must be dependable and punctual.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Installs ceiling and grids, build and erect scaffolds. Replaces ceiling tile.
- Conducts minor maintenance and visual inspections on roofs (slate, asphalt and built up).
- Hangs and repairs doors.
- Repairs windows.
- Lays out and makes list of needed materials.
- Painting and preparation.
- Installs framing and drywall.
- Repairs concrete and masonry.
- Demolition.
- Lubricates and maintains carpenter shop equipment and tools.
- Makes repairs to or installs floor tiles.

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- Assists in general mechanical/electrical maintenance or repair and work with other trades.
- Provides support for events and moves.
- Works with groups on small projects. Makes list of needed materials.
- While “on call”, secures broken windows and doors that will not properly close and/or lock; performs combination changes or lock set replacements, and replaces faulty fire alarm system devices such as smoke detectors, horns, strobes and pull stations, as well as assisting Public Safety in restoring fire alarm systems in alarm or trouble.
- As essential personnel, follows established emergency procedures.

SPECIAL KNOWLEDGE AND SKILLS:

- Ability to follow oral and written instructions.
- Ability to supervise productively groups of workers, summer help, and student workers.
- Ability to operate various hand tools (saws, drills, sanders, edgers, glasscutters, hiltiguns, nailers, tile cutters, etc.).
- Ability to perform minor lock repair and/or replacement.
- Ability to replace faulty fire alarm external devices and reset system.
- Ability to perform basic repairs to doors and windows to prevent unauthorized entry.
- Ability to read and interpret rulers and tape measures fluently.
- Ability to operate pickup trucks, bucket trucks, tractors, and other work related equipment and vehicles.
- Ability to read plans and specifications and make material take offs and estimates.

MINIMUM QUALIFICATIONS:

- Education: High School Diploma or GED certificate.
- Experience: Five years related experience in the trades. Three years of experience with one of the following in a full-time capacity: masonry, carpentry, or general construction. Applicant may substitute up to two years experience with a completed certificate from an accredited vocational or technical school in these fields.
- Must possess a valid Maryland driver’s license.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.

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While persons in this classification may be primarily involved in a specific trade such as painting, carpentry, masonry, concrete, roofing, etc., they can be at times required to assist or work in any of these other mentioned trades.