

POSTING DATE: October 28, 2016
REMOVAL DATE: November 4, 2016

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: Maintenance Mechanic I
Administrative Services

(Open to New Hires, Promotions or Transfers)

SALARY: \$34,470 - \$37,564 (G-10)

REQUIREMENTS:

1. Education equivalent to completion of the eighth school grade.
2. Two years of general maintenance and repair experience as a helper or apprentice in the building trades.

OR

Any equivalent combination of acceptable training and experience determined to be acceptable by the First Judicial District of Pennsylvania.

3. City residency required within six (6) months of satisfactory completion of an employment orientation period.
4. Ability to perform the essential functions of a position in this class.

GENERAL DEFINITION:

This is general maintenance work at the advanced training level in several of the building trades. Depending on the skill level, the employee may be assigned individual maintenance projects as well as participating in large scale alteration and/or maintenance projects. Work is performed under the supervision of a higher level tradesman or foreman. Assignments are stable in nature and are performed in accordance with instructions and established practices. Work involves some disagreeable aspects under conditions which can be controlled by precautionary methods or devices.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Replaces or installs tile floors, doors, screens, and partitions, and installs and repairs related hardware fixtures.
- Applies paint to interiors and exteriors of buildings with brush or spray gun.
- Cuts, threads and replaces pipes for plumbing fixtures.
- Makes minor electrical repairs.
- Installs window glass.

- Installs and repairs rugs.
- Performs seasonal ground maintenance.
- Works with skilled mechanics on the more difficult and complex building maintenance or mechanical maintenance projects.

MARGINAL FUNCTIONS:

- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Knowledge of the methods, practices, and materials and tools used in building trades such as carpentry, painting, plumbing, and electricity.
- Knowledge of the occupational hazards and safety precautions involved in the maintenance of buildings and related facilities.
- Skill in the use and care of tools and equipment used for maintenance of buildings.
- Ability to understand and follow oral and written instructions.
- Ability to make estimates of time and materials.
- Ability to read and interpret blueprints and sketches.
- Ability to establish and maintain effective working relationships with associates.
- Sufficient physical strength and freedom from disabling defects to permit the lifting and moving of heavy objects and to perform related manual labor.

The First Judicial District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.