

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

CLASS TITLE: Area Mechanic

CLASS CODE: 5141

PAY GRADE: 210

GENERAL CLASS DESCRIPTION:

Under general supervision, has initial responsibility for operation of all buildings and equipment in assigned area and performing skilled tasks in the inspection, maintenance and repair of mechanical systems, facility maintenance, and operation.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Applies all necessary safety precautions in working with electrical, steam, or mechanical equipment.
2. Performs inspections of electrical, mechanical, steam and plumbing equipment in assigned areas on a periodic basis in order to determine the degree of operating efficiency and to locate and alleviate potential malfunctions.
3. Troubleshoots and repairs malfunctions on electrical equipment, appliances, light fixtures, plumbing fixtures, heating, air conditioning and ventilating equipment controls in assigned area.
4. Performs and reports on specific written preventive maintenance procedures (such as lubrication, cleaning, changing filters, making adjustments, and replacing parts) on electrical, mechanical, plumbing and steam equipment in assigned area.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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5. Checks accomplishment of shop work orders and returns them to the appropriate office after work is completed.
6. Inspects and reports building problems involving carpentry, painting, roof, masonry, and plastering in assigned area in order to determine corrective methods.
7. Establishes and maintains effective communications with personnel located in assigned area and within his/her own and other shops relative to building maintenance and occupant comfort.
8. Maintains operating inventory of necessary spare repair parts, filters, belts and other supplies.
9. Trains shop apprentices, replacements, and other personnel.

KNOWLEDGES, SKILLS, AND ABILITIES:

1. Knowledge of safety precautions mandated by the Occupational Safety and Health Administration, National Fire Prevention Association, National Fire Code, Environmental Protection Agency, etc.
2. Knowledge of preventive maintenance necessary for equipment and ability to maintain appropriate records.
3. Knowledge of the carpentry, painting, roofing, masonry and plastering trades sufficient to inspect buildings to provide corrective solutions and make recommendations to correct existing problems.
4. Knowledge of proper lifting and bend techniques and ability to lift 50 pounds.
5. Ability to operate tools and equipment safely which are used in the electrical, mechanical, steam, and plumbing trades.
6. Ability to interpret blueprints, diagrams, equipment specifications, schematics and engineering/architectural concept statements.

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7. Ability to work in a variety of environments including confined spaces, low light areas, at height and exposure to temperature extremes, radiation and toxic chemicals.
8. Ability to communicate effectively orally and in writing.
9. Ability to maintain accurate records and inventory of supplies.
10. Ability to troubleshoot electrical, plumbing, HVAC equipment and control malfunctions.

MINIMUM ELIGIBILITY REQUIREMENTS:

Must possess a basic knowledge of plumbing, electricity, maintenance of steam and mechanical equipment.

Must have four years of work experience in the listed crafts, including apprenticeship or technical training.

REVISION EFFECTIVE: July 1, 1993