

**City of Chesapeake    Class Title: Water Production Maintenance Mechanic**

<b>Job Class Code: 3120</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 7</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to install and maintain mechanical and electronic equipment. The class is responsible for assisting others, installing and maintaining mechanical and electronic equipment, general facility maintenance, and maintaining logs and records. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

<b>TYPICAL TASKS</b>
<ul style="list-style-type: none"> <li>May lead, assist, or train others as required.</li> <li>Installs mechanical, electronic, or general-purpose equipment, fixtures, or systems.</li> <li>Performs preventive maintenance on mechanical, electronic, or general-purpose equipment, fixtures, or systems.</li> <li>Responds to work orders or inspections of equipment; restores equipment and systems to working order.</li> <li>Performs general maintenance and repairs to building equipment, systems, or fixtures.</li> <li>Enters information into maintenance management system; extracts information or reports as required.</li> <li>Monitors stock of parts and materials; coordinates with vendors to order replenishments.</li> <li>Performs routine office tasks, such as typing, filing, faxing, phoning, and copying.</li> <li>Performs other related duties as assigned.</li> </ul>

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
<b>Interpersonal/People Involvement</b>	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
<b>Reasoning Requirements</b>	Performs skilled work involving rules/systems but solves problems almost constantly.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.
<b>Language Requirements</b>	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and letters; speaks compound sentences using normal grammar and word form.
<b>Mental Requirements</b>	Performs clerical, manual, and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Guides others, making frequent decisions, affecting the individual, coworkers, and others that depend on the service or product.

<b>EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS</b>	
<b>Vocational/Educational Requirement</b>	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in a mechanical, electromechanical, or electronics trade, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/educational standard, this class requires a minimum of two years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Special skills or equipment certification may be required.

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**Special Requirements**

Performance of essential functions may require exposure to confined spaces. Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*

*Revised 01/15/20*