



City of Kansas City, Missouri Job Class Specification

Job Title:	MAINTENANCE MECHANIC	Department:	MULTI
Job Code:	5210	Status:	NONEXEMPT
		Grade:	L-6

Summary This is skilled work at the journeyman level in several of the mechanical crafts.

Work involves duties, which require the application of skills generally of a journeyman level in several different crafts, particularly those of the mechanical and electrical variety. General instructions are received from a supervisor regarding work to be done; an employee of this class is expected to use considerable discretion in determining proper work methods. Inspections of completed work are made periodically to determine quality.

**Duties and
Responsibilities**

- Inspects, repairs, and maintains boilers, hot water tanks, steam lines, air compressors, water feed lines, plumbing fixtures, motors, air conditioning units, and related equipment.
- Makes minor electrical repairs on freight elevators, wall switches, lamps, and fixtures; locates and drills floor outlets for telephone installations and electricity.
- Replaces piping, valves, and other worn or damaged parts on boilers; checks oil burners for proper pressure and adjustments; renews packing and bearings on sludge pumps.
- Maintains and repairs small combustion engines on equipment such as grass mowers, generators, jackhammers, and chain saws.
- Repairs and maintains machinery and equipment used in the operation of the municipal corrections facility such as laundry equipment and kitchen facilities.
- Performs full range of duties related to new construction, repairing, patching, replacing and/or painting concrete and asphalt surfaces including streets, sidewalks, parking lots, taxiways and runways; may perform duties related to construction or repair of stone, brick or block walls.
- Performs remodeling duties such as framing and installing drywall, installing electrical fixtures and wiring, and installing plumbing fixtures and water lines.
- Operates snow removal equipment; performs minor equipment repairs, maintains proper fluids levels and replaces parts such as snow blades and brooms as needed.
- Fire alarm and sprinkler system repair and maintenance. Responds to alarm activation for system check.
- Performs welding repairs on buildings and equipment.
- Maintain work area in safe and organized manner.
- Performs full range of duties related to events and facility set-up including the movement and maintenance of movable walls, retractable risers, fencing, basketball courts, and lighting requests to include installation.
- Installs, repairs, and maintains machinery and equipment used in the operation of the convention facilities such as basketball floors, moveable walls, and utility carts as needed.
- Performs plumbing installation and repair in City facilities
- Performs related duties as required.

Technical Skills

- Must demonstrate knowledge of the methods, practices, tools, and materials in a variety of skilled crafts, including mechanical trades and work standards and practices in the various crafts and basic computer operation.
- Must demonstrate ability to work from blueprints and to prepare rough pencil sketches of equipment or fixtures to be constructed or repaired; inspect a wide variety of electrical, mechanical, and other equipment and fixtures to determine defects and needed repairs; lead a small group of skilled or unskilled workers when necessary; maintain and make minor repairs to shop equipment and tools; operate and interpret complex diagnostic equipment and ability to determine the appropriate repair for equipment based on own knowledge and reference materials. Must be able to work independently.
- Must demonstrate ability to perform calculations using changes in units of measure and in the interpretation of complex gauges and scales; differentiate between metric and standard units of measure; perform calculations with liquid flows, pressures, and volumes.

Education and Experience

Two years of experience as a skilled worker in building and mechanical repair work in a relevant trade (HVAC, boilers, hydraulics, pumps and motors etc.). An additional related technical education certificate or diploma may be substituted for one year experience.

**Certificates/
Licenses/Special
Requirements**

- Must pass a background check as prescribed by the City.
- Will be required to pass a preemployment drug screen
- Must pass a physical examination as prescribed by the City.
- Must possess a valid State –issued driver’s license in accordance with the City of KCMO policies.
- May be required to obtain a valid CDL (Commercial Driver’s License) Class A, B, or C issued by the State of Missouri prior to the end of the employee’s probationary period. (Appropriate CDL will be determined by the department).

**Supervisory
Responsibility**

None

**Supervision
Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created**Revised**

4/73, 10/03, 9/06, 05/10, 8/2022 , 01/2024, 11/2024