

Sonoma County Library

Announces an Employment Opportunity

BUILDING MECHANIC I – ROHNERT PARK HEADQUARTERS

40 HOURS PER WEEK – FULL TIME

THE POSITION:

Please see the attached job specifications for full details about this position.

This full-time, benefited position under direct supervision, provides excellent customer service, performs a variety of skilled and semi-skilled work in the inspection, repair and maintenance of library infrastructure, systems and facilities; demonstrates full competence as a tradesperson in at least one (1) skilled trade including electrical, mechanical, plumbing, carpentry, and painting.

TYPICAL DUTIES include, but are not limited to:

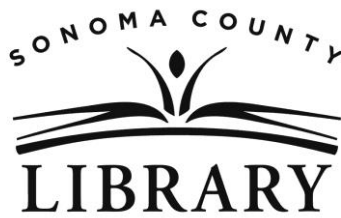
- Performs routine skilled and semi-skilled maintenance, repair, and installation work of the Library's infrastructure, systems, and facilities, including electrical, mechanical, plumbing, carpentry, painting, air conditioning, heating, masonry, glass, security/emergency safety systems, and other mechanical systems.
- Repairs and replaces plumbing fixtures including sinks, toilets, faucets, and pipes; ensures all fixtures remain operational.
- Repairs and installs electrical lighting systems and fixtures.
- Operates and maintains specialized equipment, hand and power tools related to the construction, maintenance, and repair of Library facilities.
- Conducts administrative duties related to facilities management including maintaining accurate logs and records of work completed, processing work order forms, producing cost estimates for repairs and responding to emails regarding facilities maintenance.

MINIMUM QUALIFICATIONS:

Education: Equivalent to the completion of the twelfth (12th) grade.

Experience: Requires one (1) year of experience in a skilled building and/or construction trade and some experience and familiarity with the other building trades.

Licenses and Certifications: Possession of, or ability to obtain, a valid California Driver's License by time of appointment.



Knowledge of: Principles, practices, tools, and materials for maintaining and repairing assigned Library infrastructure, systems, and facilities, specifically in relation to electrical, mechanical, HVAC, refrigeration, plumbing, carpentry, and painting work.

Ability to: Inspect systems and buildings to detect existing or potential problems, troubleshoot maintenance problems and determine materials and supplies required for repair, and safely and effectively use and operate hand tools and mechanical equipment.

PHYSICAL DEMANDS

Must possess mobility to use standard office equipment, including a computer; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders up to forty (40) feet high, to operate varied hand and power tools and construction equipment; to operate a motor vehicle and to visit various Library sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to one-hundred (100) pounds, or heavier weights with the use of proper equipment.

SALARY RANGE: **Building Mechanic I- \$30.26 - \$37.82/hour plus benefits**

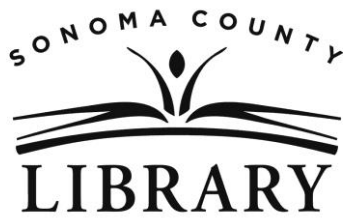
CLOSING DATE: **5:00 p.m., Wednesday, March 3, 2021**

APPLICATION PROCESS: Please go to <https://www.calopps.org/sonoma-county-library> to apply. Applications must be complete and submitted by the final filing date in order to be considered. **Resumes will not substitute for a completed application.**

The application process may contain one or more of the following steps: a supplemental application, written test(s), skills assessment(s), and/or oral examination(s).

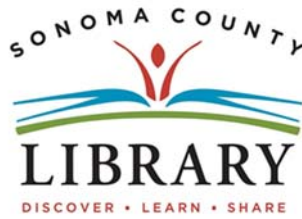
RECRUITING PROTOCOL IN RESPONSE TO CORONAVIRUS COVID-19:

Pursuant to California Governor Newsom's Executive Order N-29-20 issued on March 17, 2020, and all applicable COVID 19 Shelter in Place Orders issued by the Sonoma County Health Officer, the recruiting process including interviews, testing, etc. will be held via teleconference or online, if possible, unless changes occur in the state and/or county health order.



REQUEST FOR ACCOMMODATION: Sonoma County Library will make reasonable accommodations in the recruitment process to accommodate applicants with disabilities. If you are invited to participate in an examination or interview and have a disability for which you require an accommodation, please contact the Human Resources Department at (707) 545-0831 extension 1591 as soon as possible to make arrangements for your accommodation. Requesting accommodations at least 3 working/business days before the scheduled event will help to ensure availability. For further information regarding disability accommodations provided by the Library and related matters, see the Library's website at <https://sonomalibrary.org/accessibility>.

Sonoma County Library values diversity, empowerment, community, unity, kindness, connection, and equity. We are committed to diversity and inclusion in the recruiting and hiring of staff.



OCTOBER 2015
FLSA: NON-EXEMPT

BUILDING MECHANIC I Represented

DEFINITION

Under direct supervision, provides excellent customer service, performs a variety of skilled and semi-skilled work in the inspection, repair and maintenance of library infrastructure, systems and facilities; demonstrates full competence as a tradesperson in at least one (1) skilled trade including electrical, mechanical, plumbing, carpentry, and painting; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from a Senior Building Mechanic and may receive functional supervision and training from a Building Mechanic II. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the entry-level class in the facilities maintenance series, characterized by competent performance within a least one skilled trade area. Incumbents in this class perform a variety but not the full range of skilled and semi-skilled construction, modification, maintenance, and repair duties required to ensure that Library infrastructure, systems, and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. Incumbents must possess general knowledge of building maintenance and/or construction practices, and considerable knowledge of at least one of the following: vessel boiler, electrical, HVAC, refrigeration, carpentry, plumbing, or electronic theory and systems. Incumbents will receive on the job experience in other building systems. This class is distinguished from Building Mechanic II in that the latter is the full journey-level in the class series and has attained a higher level of skilled experience in all skilled trades and building systems required to perform facilities maintenance work in the Library.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs routine skilled and semi-skilled maintenance, repair, and installation work of the Library's infrastructure, systems, and facilities, including electrical, mechanical, plumbing, carpentry, painting, air conditioning, heating, masonry, glass, security/emergency safety systems, and other mechanical systems.
- Assists in maintaining the Preventative Program (PM) for all library facilities which includes quarterly inspection of the Library's fire and burglar systems.
- Repairs and replaces plumbing fixtures including sinks, toilets, faucets, and pipes; ensures all fixtures remain operational.
- Repairs and installs electrical lighting systems and fixtures.

- Installs, maintains, and repairs door locks, desk locks, and padlocks; installs and repairs window and door closers, finish flooring, and baseboard; hangs doors and applies vinyl signage and lettering; assists in the diagnosis and repair of both manual and automatic doors and ensures safe egress and ingress.
- Performs routine cleaning of equipment and work areas.
- Responds to and performs emergency cleaning of body fluid and waste spills.
- Interacts with and assists in coordinating and scheduling City and County activities for facilities operations, maintenance, construction, and renovation projects.
- Assists in preparing formal bid specifications, requisitions, and other documents to procure services, supplies, equipment, tools and materials for various construction projects or other operational needs.
- Paints exterior and interior surfaces of buildings; cleans and repairs surfaces for finishing.
- Operates and maintains specialized equipment, hand and power tools related to the construction, maintenance, and repair of Library facilities.
- Conduct basic administrative duties related to facilities management including maintaining accurate logs and records of work completed, processing work order forms, and responding to emails regarding facilities maintenance.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- May respond to after-hours emergencies.
- Performs other duties as assigned.

COMPETENCIES

Knowledge of:

- Basic principles, practices, tools, and materials for maintaining and repairing assigned Library infrastructure, systems, and facilities, specifically in relation to electrical, mechanical, HVAC, refrigeration, plumbing, carpentry, and painting work.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- The operation and minor maintenance of a variety of hand and power tools.
- Safety equipment and practices related to the performance of facilities maintenance.
- Basic mathematics.
- Modern office practices, methods and computer equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and Library staff.

Ability to:

- Perform skilled and semi-skilled construction, modification, maintenance, and repair work on assigned infrastructure, facility, and/or system.
- Inspect systems and buildings to detect existing or potential problems.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Read and interpret construction drawings, blueprints, maps, and specifications.
- Safely and effectively use and operate hand tools and mechanical equipment.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.

- Understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and judgment within narrow policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

QUALIFICATIONS

Education and Experience:

Equivalent to the completion of the twelfth (12th) grade and one (1) year of experience in a skilled building and/or construction trade and some experience and familiarity with the other building trades.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to use standard office equipment, including a computer; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders up to forty (40) feet high, to operate varied hand and power tools and construction equipment; to operate a motor vehicle and to visit various Library sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to one-hundred (100) pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents may be exposed to smoke/fumes/gas, dirt/dust, grease/oil, chemicals, excessive heat/cold, inclement weather, road hazards, and high frequency noise. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and/or work flexible schedules including evenings, nights, weekends, and holidays (in response to an emergency).