

**Sonoma County Library
Announces an Employment Opportunity**

**BUILDING MECHANIC I or II – 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 for **Building Mechanic I** and at least two (2) skilled trades for **Building Mechanic II** including electrical, mechanical, plumbing, carpentry, and painting; and performs related work as required.

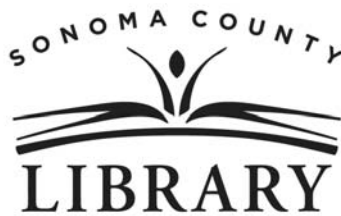
TYPICAL DUTIES include, but are not limited to:

- 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: **Building Mechanic I** requires one (1) year of experience in a skilled building and/or construction trade and some experience and familiarity with the other building trades. **Building Mechanic II** requires three (3) years of increasingly responsible experience in a skilled building and/or construction trade.



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 RANGES: **Building Mechanic I- \$23.64 - \$29.53/hour plus benefits**

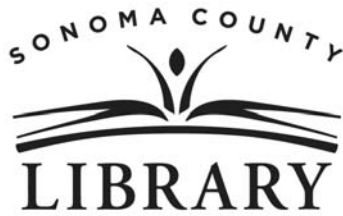
Building Mechanic II- \$27.42 - \$34.27/hour plus benefits

CLOSING DATE: **5:00 p.m., Monday, November 20, 2018**

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).



EMPLOYMENT INFORMATION:

Employment offers will be contingent upon a successful pre-employment verification/criminal records clearance. Having a criminal record will not necessarily disqualify an applicant from employment.

The eligibility list established from this recruitment may be used to fill future positions as they occur during the active status of the list.

The Sonoma County Library is an Equal Opportunity Employer



**OCTOBER 2015
FLSA: NON-EXEMPT**

BUILDING MECHANIC I

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

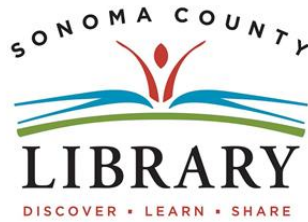
Must possess mobility to use standard office equipment, including a computer; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders up to forty (40) feet high, to operate varied hand and power tools and construction 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).



**OCTOBER 2015
FLSA: NON-EXEMPT**

BUILDING MECHANIC II Represented

DEFINITION

Under general supervision, provides excellent customer service, performs a wide variety of complex skilled and semi-skilled work in the inspection, repair and maintenance of library infrastructure, systems and facilities; demonstrates full competence as a tradesperson in two (2) or more trades including electrical, mechanical, plumbing, carpentry, and painting; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Senior Building Mechanic or an assigned supervisor. May provide training and technical and functional direction to lower level building mechanics and/or support staff, and oversees the work of outside contractors.

CLASS CHARACTERISTICS

This is the full journey-level class in the facilities maintenance series, characterized by the competent performance within multiple skilled trade areas. Incumbents perform the full range of 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 are expected to work independently and exercise sound judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents must possess thorough knowledge of two or more building maintenance or construction trade areas, including vessel boiler, electrical, HVAC, refrigeration, carpentry, plumbing, or electronic theory and systems, as well as a considerable knowledge of all other building trades. This class is distinguished from the Senior Building Mechanic in that the latter has the ultimate responsibility for assigning, supervising and/or contracting all work related to facilities maintenance.

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 a wide variety of routine to complex skilled maintenance, repair, and installation work in 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.
- Maintains a Preventative Program (PM) for all library facilities which includes quarterly inspection of the Library's fire and burglar systems.

- Participates 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.
- Recommends and assists with development of new work order processes; acts as subject matter expert; coordinates with Library information technology staff.
- 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 Library 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.
- Coordinates and provide functional supervision to less experienced staff and oversees the work of outside contractors conducting work on 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.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Responds to after-hours emergencies.
- Performs other duties as assigned.

COMPETENCIES

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.
- Principles, theories, and standard practices of several maintenance trades as they apply to maintenance and repair of structures, machinery, and equipment.
- Principles and practices of guidance, direction, training, and/or oversight of other personnel and contractors.
- 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 and budgetary and cost accounting.
- 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:

- Coordinate, oversee, and perform skilled construction, modification, maintenance, and repair work on assigned infrastructure, facility, and/or system.
- Coordinate the activities of outside contractors.
- 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 three (3) years of increasingly responsible experience in a skilled building and/or construction trade.

Licenses and Certifications:

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PHYSICAL DEMANDS

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