

CLASS SPECIFICATION FOR
Senior Plant Maintenance Mechanic

GENERAL STATEMENT OF DUTIES: Supervises Plant Maintenance Mechanics on a shift and performs maintenance, operation and inspection of mechanical, electrical, plumbing and pneumatic-electronic equipment in a number of County buildings; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The Senior Plant Maintenance Mechanic supervises Plant Maintenance Mechanics on assigned work shifts and may serve as acting Building Superintendent during absences of the Building Superintendent. The incumbent functions primarily as a lead worker on the assigned shift. This work involves the responsibility for programming, interpreting and operating mechanical, electrical and security equipment for several buildings. This class is concerned with a variety of different makes and manufacturers of boilers, chillers, pumps, compressors, electrical and circuitry systems, electronic-pneumatic controls and kitchen equipment. Maintains and inspects building environmental systems and communications daily. Work is performed independently with problems referred to the Building Superintendent.

EXAMPLES OF WORK (illustrative only):

- Supervises Plant Maintenance Mechanics on an assigned shift;
- Assists in preparing schedules, work guide sheets, time reports for payroll and other related reports;
- Makes daily reports of activities;
- Coordinates all maintenance requirements, which may be performed either by outside contractors operating under bid awards, or with Plant Maintenance Mechanics;
- Inspects mechanical and electrical systems daily;
- Checks and monitors printouts of Data Management Systems and investigates unusual conditions;
- Periodically verifies and checks life-safety equipment, such as ionization detectors, smoke detectors, fire alarms, door-intrusion alarms and microwave intrusion alarms;
- Changes or cleans filters in air handling units (large type), fan coil units, pumps and other equipment;
- Lubricates mechanical equipment according to manufacturer's specifications, on preventive maintenance basis or as needed;
- Tests emergency diesel generator equipment and controls on prescribed schedule;
- Operates mechanical systems such as chillers, boilers, pumps of various types, air handling units, air compressors, air dryers, domestic water heaters and other related systems;
- Performs routine building maintenance, such as adjusting doors (roll-up and standard) making minor masonry repairs, replacing light bulbs or tubes and repairing hardware;
- Adjusts and repairs office furniture;
- Repairs kitchen equipment and plumbing;
- Repairs and adjusts toilet fixtures;
- Cleans and adjusts controls for cooling towers;
- Occasionally tests and adjusts controls for water flow and air-delivery volumes in piping and air moduline systems;
- Uses test instruments such as volt-amp meter, velocity meter (water and air), humidity-temperature recorders;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the general maintenance of buildings; considerable knowledge of building mechanical and electrical systems; good knowledge of refrigeration and communications systems; ability to effectively supervise maintenance personnel; ability to make decisions and act on own initiative; ability to follow written and oral instructions; ability to keep records and make written

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reports; ability to work well with co-workers and other County employees; ability to work independently; physical condition that will permit activities including, but not limited to, heavy lifting, pushing, stooping, climbing ladders and working under adverse temperature and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school, preferably with courses and training in electrical-pneumatic controls, refrigeration and mechanical equipment and four (4) years of related work experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license issued by the State of Virginia. May require possession of a valid Commercial Driver's License, with endorsements and without restrictions. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory demands and/or physical hazards of the position.

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