

# Job Posting



## Building Maintenance Mechanic II

### Parks and Recreation Department

The City of Webster Groves is accepting applications for a full-time Building Maintenance Mechanic. The successful applicant will be knowledgeable in mechanical systems of a commercial building, custodial services and staff supervision. This position will be responsible for maintaining the mechanical systems such as HVAC, plumbing, electrical, and the overall cleanliness of the facility and grounds. This position will work primarily first shift, but is on call for emergency situations. Physical labor, such as carpentry, plumbing, ability to operate light equipment, setting up tables and chairs, removing trash, and cleaning is required. Ability to regularly lift 50 lbs., and occasionally lift 100 lbs., is required.

#### Required:

- Minimum High School Diploma/GED
- Six years of increasingly responsible journey level experience in carpentry, masonry, plumbing and painting
- Minimum of two years' experience in HVAC and electrical systems
- Must be able to secure a Class B CDL within six months of hire
- **Must be fully vaccinated and able to show proof of vaccination**

Starting salary \$45,760+ depending on based on experience. Excellent benefits.

#### No Phone Calls Please.

**Application Deadline:** until filled

**Send Application to:** Employment application is required. Resume will not be considered without a completed application.

- **APPLICATIONS:** available online at [www.webstergroves.org](http://www.webstergroves.org), or City Hall address below.
- **EMAIL:** [HR@webstergroves.org](mailto:HR@webstergroves.org)
- **FAX:** (314) 963-3398
- **MAIL:** City of Webster Groves  
Attn: HR

For more information visit [www.webstergroves.org](http://www.webstergroves.org)

**Equal Opportunity Employer**



**Job Title:** Building Maintenance Mechanic II

**Department:** Parks & Recreation

**Direct Supervisor:** Facility Manager

**Salary:** \$45,760 - \$64,064 per year

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**General Purpose:**

Responsible for the plumbing, electrical, carpentry, masonry, painting and a variety of other craft work in the maintenance and repair of city buildings, particularly the recreation complex, and related structures and equipment; performs work as assigned. Responsible for coordinating cleaning and daily maintenance in the recreation complex. The individual must be willing to work overtime, holidays and off-hour shifts if needed.

**Essential Duties:**

- Serve as crew leader of the Recreation Complex maintenance staff. Coordinate team approach for upcoming major events and projects. Assist in schedule adjustments to effectively staff such events.
- Responsible for ordering all cleaning supplies used in the Recreation complex. Ensure a consistent approach to cleaning throughout the complex by all members of the maintenance staff, utilizing the same chemicals and methods.
- Train part time maintenance staff on equipment, methods and chemicals.
- Coordinate and monitor community service labor pool.
- Occasional opening or closing of ice rink, serving as rink supervisor.
- Install, repair and maintain plumbing fixtures, fountains, grease traps, drains, gas and electric water heaters, water filters, water tanks and pumps, chlorinator systems, boilers, evaporators, chillers, compressors, air dryers, air handling units, air conditioners and other plumbing and HVAC system units and fixtures.
- Install, repair and maintain electrical services, circuits and systems, lights, telephones, repair motors and related electrical equipment.
- Perform rough framing and finish carpentry to erect small structures, partition interior spaces, trim doors and windows, tables, signs, decks, etc.
- Install and repair piping for water, steam, gas, condensate and drainage lines, using copper, PVC, steel and galvanized pipe.
- Make oral and written reports of work performed. Completes basic record keeping such as equipment maintenance, work orders, material requisitions, cleaning schedules.
- Work overtime and off-hour shifts as needed

**Knowledge, Skills and Abilities in the following areas:**

- Safe work methods and safety regulations pertaining to the work.
- Operation and maintenance of a wide variety of hand and power tools and equipment common to the field.

- Principles, codes and techniques of water and wastewater supply, drainage, steam and condensate plumbing using galvanized, copper, steel and PVC pipe, including boiler and HVAC maintenance.
- Principles, codes, methods, materials, tools and equipment used in the installation and maintenance of electrical power systems and circuits.
- Principles, methods, materials, tools and equipment used in rough and finish carpentry and wood finishing.
- Techniques of surface preparation and application of paints and stains appropriate to different and external surfaces.
- Principles, materials, and techniques of construction and repair of various roofing systems.
- Safe work methods and safety regulations pertaining to the work.
- Operation and maintenance of a wide variety of hand, power and shop equipment command and specialized to the fields of plumbing, electrical, carpentry and related building trades.
- Proper cone, barricade and warning device placement for control of traffic flow at job sites.
- Preparing sketches and calculating material quantities for related work.
- Estimate necessary materials and equipment to complete assignments.
- Prepare clear and concise records and reports.
- Read and interpret manuals, codes specifications, drawings and blueprints.
- Ability to follow oral and written instructions
- Exercise independent judgment and initiative without close supervision.
- Establish and maintain effective working relationships with those encountered in the course of the work.
- Deal tactfully and effectively with city staff, other agencies , contractors and others.

**Education, Experience & Training for Performing Essential Functions:**

High school diploma or GED required or education equivalent to graduation from high school and six years of increasingly responsible journey level experience in carpentry, masonry, painting and the operation and maintenance of building plumbing. A minimum of two years' experience in HVAC and electrical systems is required. Must possess or be able to secure a Class B CDL within six months.

**Work Environment and Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made. Regularly required to stand, walk, reach with hands and arms, climb or bend, stoop, kneel, crouch or crawl. Employee must be able to sit, walk, talk and hear within normal limits with or without corrective assistance. Ability to use hands and arms to reach and lift as coordinated or independent functions. The employee must be capable of performing heavy manual labor, regularly lift/move up to 50 pounds and occasionally lift/move up to 100 pounds or more, must be able to climb a ladder. Exposure to outdoor weather condition, cleaning chemicals, loud noises, electrical hazards, dust and potentially hazardous substances. Employee must be able to work without supervision and function independently. The position calls for an individual who can work flexible hours, including nights, weekends and holidays as called for.

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*A job description is written to describe work to be performed by the ideal candidate. A less qualified individual may fill the position on the condition that, with training, they will fully meet responsibilities and skills within a reasonable period of time.*