

**UNIVERSITY OF MAINE SYSTEM CLASSIFICATION SPECIFICATIONS  
MECHANICAL SPECIALIST**

CAREER LEVEL	DBM RATING	FLSA STATUS
CL1	B21	Non-Exempt
CL2	B22	
CL3	B23	

NATURE OF WORK	<ul style="list-style-type: none"> <li>• This classification performs defined responsibilities and tasks related to maintaining the operations of an assigned mechanical system and motor vehicle fleet by performing established preventative maintenance, troubleshooting operational issues, installing systems, and inspecting systems.</li> <li>• The required level and mix of knowledge, skills and experience may vary by campus size.             <ul style="list-style-type: none"> <li>○ <b>Career Level 1</b> Work is <i>primarily routine</i> with some non-routine. Routine by the type of work assigned, and non-routine by the calls for service received. Incumbents must be able to respond to emergency calls and perform some basic troubleshooting responsibilities. Incumbents apply basic skills and understanding in assigned mechanical trade(s) area with the knowledge an ability to use all applicable tools.</li> <li>○ <b>Career Level 2</b> work is <i>primarily non-routine</i> in nature due to calls for service, and variety of assigned projects. Incumbents communicate with other University staff to schedule and plan projects. Incumbents understand the full scope of the mechanical trade(s).</li> <li>○ <b>Career Level 3</b> work is <i>primarily non-routine</i> in nature due to calls for service, and variety of assigned projects. Incumbents communicate with other University staff to schedule and plan project. Incumbents understand the full scope of assigned mechanical trade(s) to accomplish assigned projects and calls for service. Incumbents at this level will be responsible for coordinating project steps with other trades, and performing all levels of troubleshooting and emergency repair.</li> </ul> </li> </ul>
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**TYPICAL CLASS RESPONSIBILITIES:** (These responsibilities are a representative sample of essential class duties; position assignments may vary.)

1.	Performs skilled work in assigned department operations and maintenance, which includes inspecting, installing, and troubleshooting electrical/HVAC, plumbing, and/or related systems.
2.	Monitors and troubleshoots assigned systems; processes and responds to work orders to ensure progress, safety, and/or compliance with operational policies and procedures.
3.	Maintains and repairs assigned equipment as needed; performs ongoing maintenance checks to determine need and ensure operational safety.
4.	Maintains a variety of operational records, logs, and reports.
5.	Performs other duties of a similar nature or level.

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### SAMPLE WORKING TITLE-SPECIFIC ESSENTIAL JOB FUNCTIONS:

Given the broad nature of this classification, the information in this section is intended to clarify the typical class responsibilities with job-specific essential functions. Working titles common to this classification are shown below along with examples of essential functions performed by each. These essential functions represent a sample only; actual position assignments may vary based on the needs of the department.

#### PLUMBER:

- Operates hand and power tools associated with the plumbing trade.
- Installs, cleans and repairs water and waste lines to a wide variety of equipment.
- Installs, repairs and periodically tests valves, sump pumps, water circulators and backflow preventors.
- Installs, cleans and repairs underground water and sewage piping.
- Installs and repairs piping for gas, air, vacuum and sprinkler systems; fabricates ductwork and plumbing parts.
- Requisitions supplies and materials from stockroom; and orders from vendor
- Reads blueprints and piping diagrams.

#### HVAC TECHNICIAN:

- Installs, maintains and repairs heating, ventilating, air conditioning and steam distribution equipment and systems to optimize energy use.
  - Operates a variety of equipment such as hand tools, lap top computers and diagnostic hardware to perform work.
  - Installs, maintains and repairs computerized electronic pneumatic and digital direct control devises related to HVAC and heat control.
  - Operates various measuring, diagnostic and testing instruments.
  - Requisitions material and supplies from stockroom, calls vendors to discuss needs for parts and supplies, and recommends purchases and suppliers.
  - Reads complex blueprints, piping, sketches, schematics and wiring diagrams.
  - Maintains electronic/pneumatic testing equipment.
  - Performs brazing, soldering, pipefitting, welding and fabrication.
- Maintains underground steam distribution system through repair and/or replacement of parts.

#### MECHANIC:

- Tunes up, oils, greases, changes filters and does other preventive maintenance work on automotive equipment.
- Tests machinery, vehicles and equipment to determine need for repairs.
- Operates hand and power tools associated with vehicle and equipment repair.
- Does repair and maintenance work on all vehicles and vehicle systems.
- Repairs and maintains hydraulic equipment and valves.
- Repairs and paints vehicle bodies.
- Requisitions parts.
- Performs mechanical and repair work on gasoline and diesel engines using computerized diagnostic evaluation systems, schematic charts and technical manuals.

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- Performs work on brake systems and airbag systems using computerized diagnostics to determine repairs needed.
- Contacts vendors and dealers to discuss equipment issues; orders parts.
- Tests vehicles, machinery and equipment to determine need for repairs; checks warranties to ensure repair is covered when needed.
- Contacts campus vehicle operators to discuss repairs needing to be performed.
- Operates hand and power tools associated with vehicle and equipment repair.
- Performs state inspections on all commercial vehicles, automobiles and trucks.
- Instructs faculty, staff and students on the safe operation of passenger vans; authorizes ability to drive safely.

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### LEVEL OF DECISIONS

Makes decisions regarding how the operations of a process are carried out by selecting among established techniques and practices. Incumbents have a choice as to how and when the operations are carried out, but not as to what operations constitute the process.

Determines how and when assigned responsibilities and tasks will be performed. Incumbents typically prioritize tasks on a daily basis, and evaluate priorities between several tasks based on level of importance.

DIRECTION RECEIVED

- **Career Level 1** works under direct supervision, and may be assigned to work with a more experienced staff; follows clearly defined operating procedures to achieve specific objectives.
- **Career Level 2** works under minimal direct supervision on project work, with general guidance on project priority and planning.
- **Career Level 3** works under minimal direct supervision on project work, with minimal guidance on project priority and planning.

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DIRECTION  
PROVIDED

- **Career Level 1** incumbents may assign/delegate work assignments to student workers and/or temporary employees; May troubleshoot problems and issues commensurate with relevant experience.
- **Career Level 2** incumbents may delegate/coordinate work assignments and smaller projects to student workers, temporary employees, and/or regular employees; May instruct others in work methods and procedures; May verify the work of others; May encourage teamwork and group efforts; May troubleshoot problems and issues of a more complex nature requiring significant knowledge of relevant policies, practices and rules.
- **Career Level 3** incumbents may lead/coordinate and/or delegate work assignments and projects to student workers, temporary employees, and/or regular employees; May instruct others in work methods and procedures; May verify the work of others; May motivate individuals and encourage group efforts; May handle the most complex issues requiring substantial knowledge of institutional operations; May anticipate and plan for problems and issues.

### TYPICAL CAREER-LEVEL SPECIFIC RESPONSIBILITIES MAY INCLUDE:

Incumbents assigned to **Career Level 1** may be responsible for:

- Responding to calls for service related to defined operational issues, and trouble shooting basic problems with service.
- Assisting on larger projects, by completing assigned step of the project.
- Performing repairs on basic machines and equipment under supervision and guidance.
- Performing system checks and monitoring performance of systems.
- Performing defined system or mechanical updates and repairs.
- Performing work while adhering to safety procedures.

Incumbents assigned to **Career Level 2** may be responsible for:

In addition to the **CL1** level responsibilities:

- Responding to a full range of calls for service in assigned skilled trade.
- Performing all types of repairs and maintenance in assigned area by utilizing all equipment, materials, and tools available.
- Coordinating repairs and maintenance with University departments and other skilled trades departments to schedule work.
- May perform maintenance in multiple skilled trades.

Incumbents assigned to **Career Level 3** may be responsible for:

In addition to the **CL2** level:

- Coordinating projects with other skilled trade departments and University departments.
- Developing cost estimates for projects.
- Ordering supplies and materials from defined vendors and approved lists.
- Applying advanced knowledge to maintenance projects and calls for service.

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- Providing work direction and assignments to staff on project site.
- Determining worksite priorities.

### TRAINING AND EXPERIENCE

Incumbents in this class typically require an equivalent combination of education and experience sufficient to successfully perform the responsibilities of the job, such as those listed below.

- **Career Level 1:** High School diploma or equivalent (G.E.D.) with completion of an applicable apprenticeship program and/or sufficient training necessary to perform the essential responsibilities of the position *AND* one year of related experience.
- **Career Level 2:** High School diploma or equivalent (G.E.D.) with sufficient experience to obtain appropriate certification or license *AND* three years related experience.
- **Career Level 3:** High School diploma or equivalent (G.E.D.) with sufficient experience to obtain appropriate certification or license *AND* four years related experience.

The Education, Training, and Work Experience listed above are intended to serve as a general guideline for recruiting purposes. **Additional qualifying experience may substitute for the education required of the assigned position.**

### LICENSING REQUIREMENTS

Incumbents in this class may require appropriate licensure in one or more of the areas below if the incumbent performs duties requiring such licensure:

- Valid Maine driver's license
- Licensing in sprinkler inspection, natural gas inspection, state inspections (A,B,C,D,E)
- Certifications (e.g., fire alarm inspection, backflow inspection, reclaiming refridgerator, etc.)
- Masters certification in Mechanical trade

### KNOWLEDGE REQUIREMENTS

Classification knowledge requirements:

- Customer service principles;
- Applicable operations and functions;
- Specialized equipment and system maintenance and repair;
- Maintenance of related equipment;
- Recordkeeping principles;
- Applicable compliance rules and regulations.

### SKILL REQUIREMENTS

Classification skill requirements:

- Providing exemplary customer service;
- Operating a variety of maintenance and repair related equipment;
- Performing electrical/HVAC, plumbing, and/or related trades work;
- Inspecting, installing, and repairing systems;
- Applying applicable compliance rules and regulations;
- Maintaining records;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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<b>PHYSICAL REQUIREMENTS</b>	<p>Positions in this class typically require: Ability to perform physical activities that require talking, hearing, seeing and considerable and repetitive use of arms and legs and moving entire body, such as reaching, standing, walking, fingering, grasping, feeling, climbing, lifting, bending, balancing, walking, stooping, and handling of materials.</p> <p>Heavy work: The ability to lift up to 50 pounds frequently, and/or in excess of 20 pounds of force constantly to move objects. Lifting and exerting forces more than 50 pounds requires assistance by other employee(s) or mechanical assistance. Individual forces must never exceed 50 pounds.</p> <p>Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, and extreme temperatures.</p>
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CLASSIFICATION HISTORY	
DATE	COMMENT
5/2/12 7/26/18	Final Physical Requirements

*The above classification specifications are intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department as determined by the University.*