



Opening Date: 4/30/2018  
Closing Date: Open Until Filled

## **Vacancy Announcement #31-18 Building Maintenance Mechanic III (E.S.A.)**

**SALARY: NEGOTIABLE**

**DC Residents Preferred**

### **EVENTS DC**

#### **Engage, Excite, Entertain.**

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

### **SUMMARY DESCRIPTION**

As Building Maintenance Mechanic II, the incumbent performs and assists in a variety of building trades duties, such as painting, carpentry, electric, plumbing, mobile equipment operation, and general building maintenance. Performs or assists with preparation of wood, brick, plaster and metal surfaces. Performs or assists in maintaining or repairing systems involving sprinklers and drains. The incumbent may be required to work in inclement weather, confined spaces, loud noises, and heights around fumes and dust. The incumbent must also be available to work flexible hours, including days, evenings, nights, weekends and holidays. Work is performed under the direction of the Building Maintenance Supervisor.

### **EXAMPLES OF WORK ASSIGNED**

- Conducts daily inspections of mechanical space and makes or recommends adjustments and repairs of assigned HVAC and other environmental systems; tests safety devices, checks controls, cooling coils, pumps, compressors, filters, and other related devices.
- Plans, schedules work activities, and recommend the number and type of staff, equipment, and material requirements and the work methods to be used on a project.
- Logs all incoming calls pertaining to temperature, lighting, vertical transport equipment, and other building equipment and immediately forwards to the appropriate persons for resolution. Cordially and professionally receives client's requests for temperature and lighting adjustments.
- Investigates and resolves service requests/ complaints generated from the building occupants/ management/ general public to ensure that valid and appropriate actions are taken to correct the problem.
- Performs preventative maintenance/ repair on assigned HVAC and other environmental. Systems in order to ensure proper building operation according to facility policies and manufacture's plans and specifications.
- Maintains accurate, complete, and retrievable records of time, equipment, and parts used, and other pertinent information on a daily basis.

- Confers/ coordinates with supervisors, engineers, contractors, inspectors to explain, clarify, and resolve actual/ potential problems relative to building systems.
- Monitors Building Automation and Fire Emergency Systems, noting current status, identifying potential problems and advising supervisor of concerns in order to implement corrective action.
- Performs a variety of related tasks and duties as assigned.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment.

### ***CARPENTRY***

- Assists the carpenter in the construction, remodeling and repair of various structures assigned to include the installation of sheet rock and taping.

### ***PAINTING***

- Assists the painter in the preparation and painting of wood, brick, plaster and metal surfaces assigned to the Paint Shop.

### ***MOBILE EQUIPMENT***

- Assists the mobile equipment mechanic in performing maintenance and repairs to all Authority mobile equipment to include electric, diesel and gas operated units.

### ***PLUMBING***

- Assists or performs maintenance and repair to plumbing systems including sprinkler systems, drains and related equipment (i.e., hot water heaters).

### ***ELECTRIC***

- Assist electrician or perform electrical system repairs as assigned

### **OTHER TRADES**

- Incumbent may be required to assist other trades as directed by the supervisor and performs a variety of other tasks and duties as assigned.

## **SKILLS, KNOWLEDGE AND ABILITIES**

- Knowledge of Automatic Fire Suppression Systems, occupational hazards and safety precautions of the trade.
- Knowledge of equipment operation, inspection techniques, assembly, repair or installation of heating, ventilating/ cooling systems.
- Knowledge and ability to use tools, methods and practices in maintaining heating/ cooling/ ventilating systems.
- Ability and skill to read and interpret blueprints and electrical schematics.
- Ability to lead subordinate level staff, work independently and exercise proper judgment in handling incidents and routine matters.
- Ability to work a flexible schedule, including days, evenings, nights, weekends and holidays.

## **PHYSICAL EFFORT**

The work requires a considerable amount of standing, stooping, bending, kneeling, climbing, and working in tiring and/or uncomfortable positions. The incumbent may work from ladders and scaffolding. When operating equipment, the worker may be under a great deal of strain from constant reaching, bending, turning, and moving of hands, arms, feet, legs, and by the vibration and jerking of the equipment. The incumbent carries, lifts, and handles parts and equipment weighing up to 100 pounds.

## WORKING CONDITIONS

The work is performed inside and outside with exposure to all kinds of weather. The work area maybe dirty, wet, dusty, and greasy, with inadequate lighting, heat, or ventilation. Incumbent is subject to cuts, abrasions, burns, broken bones, electrical shock, infections, bites, exposure to inhalation or harmful chemical fumes, irritation of eyes, skin and respiratory tract, and the hazards of operating power tools and equipment. Discomfort is encountered when wearing protective clothing, gloves, or eye goggles.

Safety-related work practices shall be employed to prevent electric shock or electrical contacts, when work is performed near or on equipment or circuits which are or may be energized. Live parts shall be de-energized before the employee works on them unless it can be established that de-energizing introduces additional or increased hazards or is not feasible due to design of equipment or operational limitations. If exposed live parts are not de-energized for the above reasons, other safety practices shall be used to protect employees. Only qualified persons may work on energized circuits or equipment. They shall be capable of working safely on energized circuits and be familiar with the proper use of special precautions, personal protective equipment, insulating and shielding materials, and insulated tools.

## CORE COMPETENCIES (OPERATIONS LINE STAFF)

- Job Knowledge and Technical Expertise
- Oral & Written Communication
- Workplace Safety
- Organizational Awareness
- Initiative

## ADA ESSENTIAL FUNCTIONS

- Ability to walk extended distance and climb stairs to access the interior and environs of the Center.
- Ability to read and write instructions, floor plans, forms and other written material.
- Ability to converse orally and utilize standard telephones and two- way radios to receive and communicate information to staff and customers.

## MINIMUM QUALIFICATIONS

- High School Diploma or equivalent.
- Two (2) years of experience working in the building trade industry.
- Valid Motor Vehicle Operator's License.

## DESIRABLE QUALIFICATIONS

- Two (2) years of experience as a Building Maintenance Apprentice or comparable position.
- Certification from a Vocational School in a trade to related to the building industry.

## REQUIREMENT

All positions require candidates to successfully complete our background screening process.

**In an effort to protect our environment from paper waste all candidates must apply on-line on our website:**

**<http://careers.wcsa.com/employment/application.aspx>**

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW  
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.  
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC  
Human Resources Department  
801 Mount Vernon Place, NW  
Washington, DC 20001**

**All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.**