Opening Date: 09/30/2016
Closing Date: Open Until Filled

Vacancy Announcement #65-16
Preventive Maintenance Mechanic I

SALARY: NEGOTIABLE
DC Residents Preferred

SUMMARY DESCRIPTION
This position serves as an intermediate -level Preventive Maintenance Mechanic 1 in the Engineering Services Department. The incumbent performs routine preventive maintenance and mechanic work in the operation and maintenance of HVAC and accessory equipment including, but not limited to, hydronic hot/cold water distribution systems and their components, packaged and split systems, and air delivery systems. Performs equipment maintenance as follows: filter placement which requires knowledge of correct direction of air flow, grease bearings on AHUs and motors, inspection and replacement of belts, and cleaning coils. The incumbent reports directly to the Engineering Services Supervisor and/or manager, Engineering Services or Manager’s designee. The incumbent must be able to work flexible hours, including days, evenings, nights, weekends and holidays.

EXAMPLES OF WORK ASSIGNED
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 a logical assignment.

- Performs routine preventive maintenance as prescribed in operating procedures.
- Cleans, lubricates, adjusts and repairs motors, pumps, bearings, pulleys and other power driven components to mechanical systems.
- Performs daily tours of mechanical space to ensure equipment is functioning.
- Monitors the operation of Building Automation and Fire Emergency Systems, noting current status, identifying potential problems and advising supervisor of concerns in order to implement corrective action.
- Cordially and professionally receives requests for temperature and lighting adjustments.
- Logs all incoming calls pertaining to temperature, lighting, vertical transport equipment, and other building equipment and immediately forwards to the appropriate person(s) for resolution.
- Maintains operating log and advises supervisor of any potential problems.
- Performs a variety of other tasks and duties as assigned.
- Walk 2.3 Million Square Feet.

SKILLS, KNOWLEDGE AND ABILITIES
- Knowledge of the methods, practices, tools, equipment and materials used in a variety of building maintenance, repair and alteration projects.
- Knowledge of pneumatic control systems and electronic controls for HVAC equipment.
- Knowledge of Variable Air Volume (VAV) and constant volume HVAC systems.
- Demonstrates knowledge of fundamental equipment operation, repair, and inspection techniques.
- Ability to and skill to utilize the necessary tools used in the HVAC trade.
- Ability to read and interpret blueprints and electrical schematics.
- Ability to work independently and exercise proper judgment in handling incidents and routine matters.
- Ability to operate test equipment common to HVAC work including volt & amp meter, completing and following written and computerized maintenance tickets.
- Knowledge of the occupational hazards, safety precautions and regulations applicable to maintenance and repair work.
RESPONSIBILITY
The incumbent works under the guidance of the supervisor and/or work leader. The supervisor assigns work orally or through work orders, building plans, and blueprints. Supervisor/highergraded worker and the incumbent determine the extent of maintenance and repairs needed and selection of the methods, techniques, and procedures to use in completing assignments. The supervisor and incumbent make adjustments to work, as required. The supervisor or higher level mechanic gives advice on unusual problems. Deviations from established practices generally require approval. Work is spot-checked in progress and checked upon completion to see that it meets accepted trade standards and is completed in a timely manner.

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, electrical shock, exposure to inhalation or harmful chemicals, 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 goggles.

ADA ESSENTIAL FUNCTIONS
- Ability to walk extended distances 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.
- Ability to lift, push, pull and manipulate equipment and objects weighing upwards of 100 pounds.

MINIMUM QUALIFICATIONS
- High School Diploma or equivalent.
- One (1) year experience working as a Preventive Maintenance Mechanic or monitoring energy management systems.
- Valid Motor Vehicle Operator’s License.

DESIRABLE QUALIFICATIONS
- EPA Refrigeration Certification.

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

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