

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

MAINTENANCE MECHANIC

Position Code: K5400

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, performs semi-skilled and skilled work in the mechanical repair of various machines and equipment utilized in the upkeep of buildings and grounds under the jurisdiction of the Office of the Secretary of State.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Makes skilled repairs and adjustments to lawn mowers, yard maintenance machines, mechanical janitorial equipment, etc.; prepares equipment for seasonal storage.
2. May oversee the activities of manual or semi-skilled mechanics or helpers.
3. Make estimates of time and materials for use in planning mechanical maintenance operations.
4. Inspects machinery and equipment to determine needed repairs.
5. Performs upkeep on vehicles used by maintenance personnel in the capitol complex such as tune-ups, oil changes or minor repairs.
6. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of eight years elementary school and four years of experience as a skilled maintenance mechanic.

Knowledge, Skills and Abilities

Requires thorough knowledge of standard practices, methods, tools and equipment of the trade.

Requires thorough knowledge of the uses and construction of the various equipment and machinery under repair.

Requires ability to perform semi-skilled and skilled tasks within broad guidelines.

Requires ability to use hand tools with a high degree of skill.

Requires willingness to travel and possession of valid Illinois driver's license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission - September 9, 1980

Effective - September 16, 1980