

OVERHEAD DOOR MECHANIC I

NATURE AND VARIETY OF WORK

This is entry level skilled work in the installation/maintenance/repair of overhead doors. Work of this class involves the preventative maintenance/repair or new installation of overhead doors in firehouses and garages. Work is done under close supervision.

Upon the satisfactory completion of a probationary period, position incumbents may be promoted to the full performance II level at the discretion of management.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs routine and less complex preventative maintenance/repair on a variety of electrical/mechanical overhead doors in order to ensure their proper operation.

Adjusts springs, hinges, cables, drive chains of overhead doors.

Replaces damaged sections or defective parts of doors.

Procures from stock (requisitions/buys) materials, tools, equipment and supplies for each project.

Investigates service requests from fire/garage personnel to determine problem; secures the necessary materials and tools; corrects malfunctioning door or installs new door.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRES KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of the methods, practices, tools, equipment and materials used in the overhead door mechanic trade.

Knowledge of the occupational hazards and necessary safety precautions and regulations applicable to the trade.

Knowledge of the use and care of tools and equipment necessary to repair/replace/install overhead doors.

Ability to read and follow complex installation directions; accurately measure precise spring tension; complete job in minimum time.

Ability to climb and work from tall ladders.

Ability to establish and maintain effective working relationships with fire personnel/County employees.

MINIMUM QUALIFICATIONS

Completion of high school plus responsible work experience in the overhead door mechanic trade; or any equivalent combination of experience, training or education which provides the required knowledges, skills and abilities.

CONDITIONS OF EMPLOYMENT

Good physical condition.

Possession of a valid driver's license.

Willingness to respond to 24-hour emergency service requests.

CREATED: 10/88