



**MAINTENANCE MECHANIC**

**SCOPE OF WORK:**

Work involves activities associated with repair, modification, and fabrication of parts, attachments, or accessories for fleet and physical plant equipment and machines. Work is accomplished by applying knowledge and skill in machining procedures, shop mathematics, metal properties, and welding and cutting techniques.

**DUTIES PERFORMED AT ALL LEVELS:**

- Evaluate repairs needed on equipment and machines; perform repair work.
- Install attachments and accessories to equipment and machines; prepare surfaces and paint equipment.
- Determine and use appropriate cutting and welding methods and materials to ensure strength, durability, and safety of equipment during use.
- Plan, design, build, and repair shop equipment such as tools, carts, stands, and step stools.
- Assist shop personnel in the repair of vehicles and equipment; perform small engine repair work.
- Maintain inventory of welding and repair-related equipment.
- Operate welders, lathes, drill presses, grinders, and hand-held, air, and electric power tools, as well as other shop equipment needed to perform repair work.
- Perform minor repairs throughout buildings and grounds.
- Complete required forms and reports.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MAINTENANCE MECHANIC I**  
GRADE G\*

8341

**LEVEL DEFINITION:**

Work at this level requires application of a basic knowledge and skill level to perform duties. Work is normally performed under general supervision and direction after an initial orientation period.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- None.

CLASS CODES: 8341  
8342  
8343

ND Class Description  
Maintenance Mechanic

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MINIMUM QUALIFICATIONS:

Requires completion of a two-year curriculum in welding technology, machining and tool making, metal fabrication, or a closely related field. Work experience performing duties similar in type and complexity to those to be performed may substitute for the education requirement on a year-for-year basis.

**MAINTENANCE MECHANIC II**

8342

GRADE H

LEVEL DEFINITION:

Work at this level involves application of knowledge and skill to perform a wide variety of machining and welding-related duties. Complexity of the work is of a greater degree than the Maintenance Mechanic I level because of the need to precisely design, build, and repair a wide variety of items to resolve complex equipment problems. Work is performed independently with limited supervisory input.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Plan, design, build, rebuild, or modify parts, attachments, and accessories used in the operation and maintenance of equipment.
- Read and understand equipment manufacturers' blueprints and plans.
- Repair and rebuild hydraulic systems.
- Perform a cost-benefit analysis of repair versus replacement of equipment; provide estimates of materials and labor.
- Plan and perform preventive maintenance on physical plant, shop, and fleet equipment.
- Operate welders, lathes, drill presses, grinders, and hand-held, air, and electric power tools, as well as other shop equipment needed to produce precision metal parts and perform repair work.

MINIMUM QUALIFICATIONS:

Requires completion of a two-year curriculum in welding technology, machining and tool making, metal fabrication, or a closely related field, and two years of machining or welding work experience. Work experience performing duties similar in type and complexity to those to be performed may substitute for the education requirement on a year-for-year basis.

**MAINTENANCE MECHANIC III**

8343

GRADE I

**LEVEL DEFINITION:**

Work at this level involves managing the maintenance and repair functions of a large organization and providing supervision to other maintenance mechanics and technicians in the work unit.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Perform tasks associated with managing the maintenance and repair of equipment and machines.
- Ensure that equipment is maintained in good working order.
- Determine if and when work is performed in-house or contracted out.
- Schedule, assign, monitor, and evaluate the work of employees in the work unit.

**MINIMUM QUALIFICATIONS:**

Requires completion of a two-year curriculum in welding technology, machining and tool making, metal fabrication, or a closely related field, and three years of machining or welding work experience that included opportunity for functioning as a lead worker or supervisor. Work experience performing duties similar in type and complexity to those to be performed may substitute for the education requirement on a year-for-year basis.

Eff. Date: 07/79

Rev: 04/83 – Created a 3<sup>rd</sup> level for Higher Education System

Rev: 03/00 – Updated class and reviewed grades at request of DOT

Rev: 07/12 – Conversion to Hay System; \*Pay Grade Exception assigned (I level only)

7/12; NDAC 4-07-04-11 & 4-07-04-12