



## POSITION DESCRIPTION

**Title: Lead Building Mechanic**

**Reports To: Facility Manager**

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### POSITION

As the CEB Lead Building Mechanic, you will be responsible for performing routine building maintenance and repair tasks in one or more fields (e.g. carpentry; electrical; heating, ventilation, and air conditioning (HVAC); plumbing, etc.). You will also serve as the facilities point person when the Facilities Manager is not in the building.

### ESSENTIAL JOB FUNCTIONS

- Inspect buildings and other structures to determine functional systems and detect malfunctions and needed repair making notes and recommendations using a pre-established check sheet.
- Perform minor electrical repair and maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.
- Perform plumbing repair and maintenance (e.g. diagnosing plumbing problems, replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, replacing faucets, etc.).
- Perform painting, carpentry and masonry work (e.g. preparing surfaces and using brush, sprayer or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.).
- Reconfigure, install, position, and remount modular offices and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize space using various hand, power and specialty tools, dollies and hand trucks.
- Prepare the surfaces and paint various structures and equipment (e.g. walls, refrigerators, evaporative coolers, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion and maintain a safe, comfortable working environment using various painting equipment and related tools (e.g. sprayers, rollers, brushes, thinners, etc.).
- Perform scheduled preventive maintenance on building mechanical equipment; maintain records of scheduled maintenance procedures.
- Order parts and maintain required documents.
- Perform other work related duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- At least 5 years' experience with heating and air conditioning systems or significant experience in overall commercial building repair and maintenance;
- HVAC maintenance experience in large commercial building preferred



- Additional experience in other building trades preferred
- Proven basic understanding of electrical, plumbing, and carpentry
- Ability to work with hand and power tools
- Experience with OSHA regulations and compliance
- Ability to read, write, speak and understand English fluently
- Strong communication and interpersonal skills
- Customer-service oriented
- Ability to meet or exceed the company's attendance and punctuality standards
- Ability to work with minimal supervision
- Good time management
- Experience with building automation systems
- Experience with computerized maintenance systems

#### SPECIAL REQUIREMENTS

- Color vision and good hearing
- Must pass physical examination
- Ability to push minimum 100 pounds; ability to lift minimum 50 pounds
- Ability to climb ladder and step ladder
- Ability to bend at the waist, sit, kneel, lay horizontally, climb, walk, etc., as job may require
- Must be able to work flexible hours, including some evenings and weekends

#### EDUCATION

- High School Diploma required; Associates Degree or other advanced training preferred.
- HVAC journeyman papers or completion of apprenticeship in another building trade.

#### HOW TO APPLY

Please submit a cover letter and resume to Linda Jennings, Human Resources: Email: [ljennings@cebde.org](mailto:ljennings@cebde.org);  
Mail: 1200 N. French Street, Wilmington DE 19801, Re: Lead Building Mechanic.

*This job description is not intended to be an all-encompassing list of responsibilities, skills, efforts, or working conditions associated with this position. It is intended to be a guideline reflecting the principle activities. CEB reserves the right to change or otherwise modify the functions of this job in order to meet the needs of the organization.*

*The CEB is an equal opportunity employer. It does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, disability, age or Vietnam era veteran's status in employment, or its programs and activities.*