

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Maintenance Mechanic, Building

CODE NO.: 00304

GRADE: 006

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Perform a variety of duties incidental to the operation, maintenance, and repair of equipment relating to air conditioning, heating, and humidification. Perform general duties relating to repairing and maintaining structures and miscellaneous equipment.

ASSIGNED DUTIES:

1. Operate, maintain, and repair all equipment pertinent to air conditioning, heating, and humidification.
2. Check temperatures and pressures to assure proper functioning of air conditioning and heating equipment.
3. May test water obtained from steam boiler system and cooling towers to determine chemical consistency; treat water and adjust blow down to hold concentrate at desired point.
4. May perform a variety of duties relating to the general maintenance and repair of buildings, equipment, and facilities; make minor electrical repairs such as changing receptacles, light switches and light fixture ballasts.
5. May assist outside contractors in various repairs of structures and equipment and/or in the installation and construction of new facilities.
6. May direct other employees in the performance of assigned duties.
7. Prepare records and reports as required.
8. Make minor repairs to equipment used in the performance of assigned duties, keeping equipment in safe and proper working condition.
9. May perform other duties as required in higher or lower classifications.