JOB DESCRIPTION

Commercial Construction Services Mechanic I

Department: Commercial Construction Services; Electrical or Mechanical

Supervisor: Job-Site Foreman

Date Written: 06/2019

Job Description Classification: Non-Exempt [Hourly]

Moore’s Commercial Construction Services Department handles the installation of new trade specific systems in all types of commercial buildings. We provide lighting, heating, air conditioning, and plumbing to our commercial construction customers to provide the end user a comfortable working space. The purpose of mechanics is to assist the foreman with all job site activities during construction. This includes installations, safety, and supervision of helpers. Mechanics may, at times be required to communicate with their project manager, general contractor, and the owner. A Mechanic I should also be learning and working towards becoming a Mechanic II.

Scope of Authority: Works with all members of their construction team. Has authority for helpers on their jobsite.

Working Conditions: The majority of a mechanic’s time will be spent on Moore’s jobsites. The climates of these sites vary depending on the season.

As a CCS Mechanic I, your responsibilities include, but are not limited to:

* Sufficient knowledge of their trade is key; this includes general knowledge of all trade specific tools and material
* Able to read and interpret construction drawings with limited supervision
* Ensure that installations are done per direction of your Mechanic III or Foreman
* Carefully check all jobsite deliveries for accuracy and damages
* Provide a safe jobsite for you and your crew to work.  This includes but is not limited to:
	+ Frequent equipment and tool inspections
	+ Make sure first aid kit is available and equipped regularly
	+ Make sure you have the right tool available for the job at hand
	+ Keep jobsite clean of debris
	+ Report all injuries or accidents to your Mechanic III or Foreman immediately
	+ Participate in job site safety meetings
* Be a training supervisor for helpers/apprentices
* Must be willing to travel; expected to drive up to 40 miles from home to jobsite or meeting location. Must have reliable transportation and valid driver’s license.
* Perform other related duties when requested by your Mechanic III, Foreman, or Project Manager

A CCS Mechanic I should also be able to do the following:

* Lifting as much as 85 pounds
* Usage of hands to handle or control tools or equipment
* Work outdoors, exposed to weather
* Exposure to loud sounds and high noise levels
* Work in high locations; ability to climb ladders and/or scaffolding
* Work in cramped, awkward and/or confined spaces; Ability to kneel, bend, crouch, or stoop for prolonged periods of time
* Repetitive overhead tasks

Name Date