



## VACANCY ANNOUNCEMENT

**Job Title: Maintenance Mechanic Helper**

**Department: Facilities Maintenance**

**Representation: District Council 21**

**Salary Range: A10 \$38,510 - \$51,536**

**Posting Period: Monday August 5, 2019 – Friday August 16, 2019 (Internal & External)**

### **Persons Eligible:**

**Internal Applicants:** Current employees of the Philadelphia Parking Authority who have been in their current position for at least six months.

**External Applicants:** Anyone who meets the Acceptable Training, Experience, and Education

### **General Description:**

The Authority is looking for one or more qualified individual(s) to assist the Maintenance Department in daily tasks in maintenance repair. This is routine work assisting a full performance Mechanic in specific work assignments. This is entry level work while training and developing knowledge and skills required in maintenance and repair work. Assignments are well defined in nature. An employee in this class is expected to perform assignments according to detailed instructions. Assigned work involves physical exertion, at times in disagreeable environmental conditions.

### **Principal Duties:**

- Use hand power tools. Assemble equipment and materials needed to begin and complete work projects. Supply materials and tools required while work is in progress. Position objects for installation and repair. Clean equipment, stock vehicles with tools and equipment and salvage materials in the field and return to the shop
- Load and unload brick, stone, sand and cement; use mixing hoe and mortar box to mix plaster, mortar and cement; assist in patching sidewalks and in making other minor masonry repairs
- Operate air jackhammers and drills to break up cement; operate tampers for packing dirt; measure and cut chemical iron and wire lath
- Prepare surfaces for painting; remove old paint by use of burners, sandpaper, electric sanders, liquid paint removers, scrapers and sandblaster
- Apply putty, caulking, spackle and plaster to small holes and cracks; applies tape to seams of drywall; apply paint to the interior and exterior of buildings, fixtures and equipment using brushes, rollers and spray guns
- Transport ladders, scaffolding and other positioning devices; set up equipment
- Assist in performing routine maintenance to mechanical and electrical equipment including, cleaning brushes, rollers, spray guns, and make minor repairs to equipment
- Remove broken glass and debris from window frames, doors and other areas

### **Required Knowledge, Skills and Abilities:**

- Some knowledge of the methods, practices, materials and tools used in building maintenance trades such as carpentry, painting, and roofing.
- Some knowledge of the hazards and safety precautions involved in maintenance work.
- Ability to perform a wide range of tasks requiring mechanical aptitude
- Ability to make mathematical computations
- Understand and follow oral and written instructions

**Required Training, Experience, and Education:**

- High School diploma or GED
- One year of experience in maintenance relevant to the principal duties listed above
- Valid Driver's License

**\*\*\*Working Hours: Monday through Friday during normal work hours and as needed. This position is considered essential personnel**

**SELECTION CRITERIA:**

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TESTING: YES

TESTING CRITERIA:

50% - ASSESSMENT TEST, (COMPUTERIZED)

35% - ORAL INTERVIEW,

05% - ATTENDANCE,

10% - LATEST ANNUAL PERFORMANCE EVALUATION

**INTERNAL APPLICANTS:** APPLICANTS WHO HAVE AT LEAST TEN (10) YEARS OF SERVICE WILL HAVE FOUR (4) POINTS ADDED TO THEIR TOTAL SCORE. APPLICANTS WHO ACHIEVE A COMBINED SCORE OF 36 POINTS FROM THE ASSESSMENT TEST, EMPLOYEE EVALUATION AND ATTENDANCE, BASED ON THE WEIGHT EACH CATEGORY IS GIVEN, WILL BE INVITED TO THE ORAL INTERVIEW PHASE OF THE PROCESS. ONLY THOSE APPLICANTS WITH A COMBINED TOTAL SCORE OF 70 WILL BE PLACED ON THE ELIGIBILITY LIST.

**SELECTION CRITERIA FOR EXTERNAL APPLICANTS:**

50% - ASSESSMENT TEST, (COMPUTERIZED)

50% - ORAL INTERVIEW

*The Philadelphia Parking Authority is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.*

**PLEASE SUBMIT RESUME TO:**

**MR. DARRYL WHITE, DEPUTY MANAGER  
HUMAN RESOURCES DEPARTMENT  
PHILADELPHIA PARKING AUTHORITY  
701 MARKET STREET, SUITE 5400  
PHILADELPHIA PA 19106**