

CLAY COUNTY JOB DESCRIPTION

Position Title: Maintenance Mechanic
Reports To: Maintenance Supervisor
Department Title: Facilities Department
Date: August 2008

Primary Objective of Position

Performs general maintenance of systems in county buildings. Maintenance experience required and will perform various types of manual labor and operates equipment in all areas of Facility Management. May be assigned to work with heavy equipment and other types of equipment to perform various functions as necessary. Responds to after hour emergencies and essential tasks as needed.

Essential Duties and Responsibilities

- Performs a variety of basic maintenance and repair service of County buildings and facilities to ensure proper mechanical operation including, but not limited to:
 - Electrical
 - Plumbing
 - Heating/Air-conditioning
 - Carpentry
 - Painting
 - Communication systems

Required knowledge, Skill and Abilities

- Maintain grounds.
- Assist in plumbing and electrical repair.
- Performs a variety of reconstruction/remodeling duties on County owned buildings and facilities including, but not limited to:
 - Electrical
 - Plumbing
 - Heating/Air-conditioning
 - Carpentry
 - Painting
 - Communication Systems
- Perform general services, such as moving file cabinets, hanging pictures and delivering various items.
- Unlock buildings for meetings, remain on duty throughout, close and secure buildings after public meetings.
- Provides emergency maintenance service after hours when called.

Environmental Demands

- Employee does some outside work, and is exposed to weather extremes and various forms of precipitation.

Minimum Qualifications

- Graduation from a high school, GED equivalent or vocational training.
- One to three years of increasingly responsible related experience, or any equivalent combination of related education and experience.
- Experience in a related field such as plumbing, carpentry, painting, electronics, custodial or groundskeeping required.
- Capable of performing essential duties and responsibilities of the position.
- Frequently walking or standing to work with motorized equipment and machinery.
- Ability to work with chemicals, cleaners, and solvents.
- Ability to use hands to finger, handle or operate objects, tools or controls.
- Ability to reach with hands and arms.
- Ability to lift and/or move up to 50 pounds.
- Possess vision abilities including close vision and the ability to adjust focus, ability to distinguish colors.

ADA/Physical Demands

- Must be able to hear telephone and portable radio communication clearly.
- Must be able to speak on the telephone and/or mobile radio to report emergency conditions.
- Must be able to push/pull up to 85 lbs.
- Must be able to stand, stoop, or crouch on a continuous basis.

This is not an inclusive list. Other duties, qualification, knowledge, and skills may be required.

Approved by:

Appointing Authority

Date