

CLAY COUNTY JOB DESCRIPTION

Position Title: Maintenance Mechanic III FLSA: Non- exempt or Exempt
Department: Facilities Management Level: 16
Reports To: Director of Facilities Job Code: 41
Date: July 2005
Revised: January 2009

Primary Responsibilities:

The employee in this class is responsible for the work direction, planning and oversight of assigned building repairers, upgrades and maintenance. The employee also provides general labor and repair services, training and supplies, transportation when needed, and lock repair and laying carpet as required. The employee responds to work orders and verbal instructions and ensures work is completed by assigned Maintenance Mechanics in a timely manner. This employee reports directly to the Maintenance Supervisor.

Essential Duties and Responsibilities

- Provides emergency maintenance services after hours when called.
- Supervises and assists with security equipment repairs and maintenance.
- Performs a variety of advanced maintenance, reconstruction/remodeling and repair services for County buildings and facilities to ensure proper mechanical operations. Functions include electrical, plumbing, heating and air conditioning, carpentry, painting, communication systems and electronics.
- Performs snow removal operations
- Performs general services such as moving file cabinets, hanging pictures and delivering various items.
- Checks building for needed maintenance and repair work per supervisor's schedule.
- Operates Energy Management Program
- Operates key machine, upon instructions of supervisor
- Replaces/repairs broken items per work orders
- Performs plumbing and electrical repairs per work orders
- Performs repairs on various office furniture per work orders
- Removes locking devices and completes repairs or delivers to vendor for repair, replaces same.
- Performs repairs to electronic lock systems
- Changes light bulbs and florescent lighting upon request, refers repair and ballast work to electricians; when needed.
- Performs carpet repair and laying new carpet when furnished.
- Maintaining grounds and irrigation systems
- Carries assigned Duty Pager
- Prepares surfaces for painting, performs patch and repair, and paints interior and exterior of buildings/facilities.
- Technical Certification in a key maintenance area.
- Performs other assigned tasks as required

Required Knowledge, Skills and Abilities

- Knowledge of department policies and procedures.
- Knowledge of low-pressure boiler, air conditioning, ventilation and pneumatic system operation and maintenance.
- Knowledge of facility safety and security procedures.
- Knowledge of audio system operation and repair.
- Knowledge of electrical, plumbing and carpentry principles.
- Knowledge of the types and costs of various parts and materials related to HVAC and pneumatic systems.
- Skill in verbal and written communication sufficient to receive and discuss problems and repair procedures with others.
- Knowledge of applicable fire codes and inspection requirements.
- Knowledge of material costs, quality variances and labor minimums needed for small construction or remodeling projects.
- Knowledge of elevator operation, maintenance and repair techniques sufficient to supervise contracted repair services.
- Knowledge of construction techniques basic workings.

Environmental Demands

- Work involves frequent lifting, standing, bending, kneeling, crawling and occasional work on ladders up to 20 feet high.
- Outdoor work accounts for approximately 10% of the time, exposing the employee to weather extremes and various forms of precipitation.
- Must be able to lift up to 50 pounds.

Minimum Qualifications

- Must have a high school diploma or equivalent and experience in facilities management.
- Must have at least three to five years of increasingly responsible related work experience, or equivalent combination of related education and experience.
- Must be able to transport oneself to a variety of locations, climbing stairs and ladders
- Must possess a valid State Driver's License.
- Must pass background check and drug screening

ADA/Physical Demands

- Vision must be sufficient to read blueprints, signage, written correspondence, work inspection, minor repairs to equipment, etc.
- Hearing must be sufficient for conversation and to hear equipment alarms
- Speech must be sufficient to impart instructions to employees, converse with outside vendors and use the two-way devices.
- Must be able to speak, read and understand English

This is not an inclusive list; other duties, qualifications, knowledge, skills may be assigned.

Approved by:

Department Head/Appointing Official

Date

Director-Human Resources

Date