

CLAY COUNTY JOB DESCRIPTION

Position Title: Maintenance Mechanic II FLSA: Non- exempt or Exempt
Department: Facilities Management Level: 15
Reports To: Director of Facilities Job Code: 210
Date: July 2005
Revised: January 2009

Primary Responsibilities:

The employee in this class is responsible for performing 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. The incumbent is required to respond to work orders and verbal instructions from the Maintenance Mechanic III or other department supervisory staff. This employee reports directly to the Facilities Maintenance Supervisor.

Essential Duties and Responsibilities

- 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 broken items per work orders
- Performs plumbing and electrical repairs per work orders
- Performs repairs 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.
- Performs other assigned tasks as required

Required Knowledge, Skills and Abilities

- Knowledge of department policies and procedures.

- Skill in the use of various tools and equipment including wrenches, screwdrivers, drills, snowplows and snow blowers
- Skill in making repairs to office furniture and equipment
- Skill in using arc welder and cutting torch
- Skill in performing work according to verbal and written instructions
- Knowledge of generators
- Knowledge of basic elevator operations
- Knowledge of electricity sufficient to change light bulbs and florescent lighting and to know when to contact electricians.
- Knowledge of location of County offices
- Knowledge of material costs, quality variances and labor minimums needed for small construction or remodeling projects.
- Knowledge of locking devices and their repair
- Knowledge of minor carpet laying and repair.

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.
- Indoor exposes the employee to dust, dirt, grease, cleaning chemicals, paint, lacquer and varnish fumes
- 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 three or more years of increasingly responsible related work experience, or equivalent combination of related education and experience.
- Must have experience in a related field such as plumbing, carpentry, painting, electronics, custodial or grounds keeping required.
- 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 back ground check and drug screening.

ADA/Physical Demands

- Vision must be sufficient to read instructions, distinguish colors, read and interpret work requests.
- Hearing must be sufficient for conversation and to hear equipment alarms
- Speech must be sufficient to use the two-way radio.
- Must be able to lift/carry 50 lbs. required when moving furniture, office equipment, tools, etc.
- Must be able to push/pull 75 lbs. required when moving large equipment, tool carts, etc.
- 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