

JOB TITLE: Maintenance Technician

MT/7

DEPARTMENT: Maintenance, Rutherford County

JOB SUMMARY: This position is responsible for performing maintenance and repair duties for county buildings, facilities, and grounds.

MAJOR DUTIES:

- o Performs a broad range of skilled trades including plumbing, carpentry, painting, electrical, HVAC and related tasks.
- o Performs preventive maintenance and repairs on tractors, lawn mowers, weed eaters, welding equipment, and generators.
- o Maintains electrical wiring and fixtures by repairing or replacing ballasts, switches, receptacles, and electrical controls; changes light bulbs.
- o Maintains plumbing systems by repairing or replacing fixtures, pipes, and drainage systems; unclogs blocked pipes.
- o Installs and repairs walls, ceilings, doors, locks, and windows; builds signs and shelves.
- o Assists with carpentry and other repair and maintenance duties as needed; installs sheetrock and dropped ceilings; paints walls and trim.
- o Repairs roof leaks; replaces shingles.
- o Performs routine preventive maintenance and repair work on heating and air-conditioning systems; replaces air conditioner filters and fuses.
- o Assists with removal of storm debris, snow, and ice.
- o Assembles and moves office furniture and equipment.
- o Assists with delivering items to various county departments.
- o Installs computer network cables and telephone lines.
- o Mows grass, rakes leaves and performs other grounds maintenance duties.
- o Repairs, replaces, and cleans gutters and downspouts.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the standard practices, methods, materials and tools of the electrical, carpentry, and plumbing trades.
- o Knowledge of the operation and repair of HVAC control systems.
- o Knowledge of county and department policies and procedures.
- o Skill in reading blueprints.
- o Skill in using a variety of hand, power, and bench tools.
- o Skill in the use of heating, air-conditioning, and electrical testing equipment.
- o Skill in performing plumbing, electrical, and HVAC repairs.
- o Skill in following oral and written instructions.

SUPERVISORY CONTROLS: The Maintenance Supervisor assigns work in terms of general instructions. The work is reviewed for accuracy, compliance with procedures, and the nature and propriety of the results.

GUIDELINES: Guidelines include county fire, building, electrical, and plumbing codes, work orders, and supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related duties in building and grounds maintenance and repair. The need to perform duties during working hours with little disruption of county operations contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to maintain and repair county buildings. Successful performance contributes to a safe and comfortable working environment for county employees and the general public.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools requiring a high degree of dexterity, and must distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in county buildings and outdoors. The employee is exposed to dirt, dust, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.