

JOB DESCRIPTION: **FACILITIES MAINTENANCE MECHANIC I**

DATE: 02/24/09

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| EXEMPT (Y/N): | No | JOB CODE: | CSC |
| DEPARTMENT: | Land Development Services | CLASSIFICATION: | 246 |
| SUPERVISOR: | Building Services Mgr. | SALARY RANGE: | 23 |
| UNION (Y/N): | Yes | LOCAL: | AFSCME Local 1442 |

GENERAL STATEMENT OF DUTIES: Perform a variety of skilled work in the repair of and maintenance of buildings, grounds and equipment, coordination of the recycling program for County facilities and the cleanup of litter and illegal dump sites on County owned properties and rights of way.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Perform unskilled and semi-skilled maintenance tasks such as litter and illegal dump site cleanup, cleaning, painting, grounds maintenance and other related tasks.

Provide coordination and site supervision of temporary employees, inmate labor, community service workers, and community volunteers in carrying out facility grounds keeping and the clean-up of illegal littering and dump sites on County property and rights of way. Act as liaison with the court, social service and volunteer agencies and other organizations related to community service cleanup projects.

Coordinate the recycling program for County facilities.

Maintain maintenance records for work performed on a specified schedule as required.

Maintain vehicles and keep records of vehicle maintenance activities, as required.

Perform maintenance and repairs to small tools and equipment, both electric and gas powered.

Perform minor carpentry, drywall, and painting as needed to maintain county buildings and grounds.

Perform facility grounds landscape maintenance tasks to include sprinkler system repairs, pruning shrubs and trees, weed control and lawn care.

Perform moving and relocation of furniture and equipment as directed.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures. Maintain County facilities and equipment in a clean, safe and working order. Observe, report and correct any safety or building code violations.

SUPERVISORY RESPONSIBILITIES: Limited coordination and site/program supervision related to community volunteers, social service and other organizations and inmate workers and/or community service workers.

SUPERVISION RECEIVED: Work under the direction of the Building Services Manager who

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who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school graduate or equivalent. Prior experience in landscape or grounds maintenance or building maintenance required. Any satisfactory equivalent combination of experience and training which, in the opinion of the Chief Examiner, demonstrates the ability to perform the above described duties may be acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess valid driver's license and be insurable under the County's liability policy. Must possess, or have the ability to possess within six months of hire, obtain flagging certification.

SPECIAL NECESSARY QUALIFICATIONS: Must be free of criminal convictions and/or arrest history which would affect the ability to supervise inmate workers and community service workers and/or affect the ability to have open access to various law enforcement departments through the County facilities. Must pass any pre-employment drug and alcohol screen and any pre-employment physical examination required by the County.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of grounds, landscaping and/or building maintenance. Knowledge of basic vehicle and tool repair and maintenance standards and procedures. Knowledge of proper safety methods used in grounds and landscape maintenance and building systems.

Familiarity with the use and operation of personal computers and business software, such as word processing and spreadsheets.

Ability to operate a variety of hand and power equipment in an effective and safe manner. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks. Ability to communicate effectively both verbally and in writing. Ability to follow and to motivate others to follow standard purchasing procedures and practices. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

Ability to pull and back-up utility trailers, drive a standard shift vehicle and operate a vehicle in inclement weather conditions.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit; use hands to finger, handle or feel; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee is frequently required to climb or balance. The employee must regularly lift and

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move objects up to 100 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both in inside and outside environment and encounters a variety of job conditions, including adverse weather and occasional hazardous situations and conditions. Position requires a moderate amount of driving. Occasional response to evening or weekend facilities emergencies is required.