

MAINTENANCE TECHNICIAN ASSISTANT

Department: Maintenance/Gville Courthouse **Job Code:** 520
Pay Grade: 105 **FLSA Status:** Non-Exempt
Reports To: Chief Maintenance Supervisor

JOB SUMMARY

The Maintenance Technician Assistant performs general repair and maintenance work on County buildings, equipment, and related facilities, while using various hand and power tools. Assists with a wide variety of activities such as electrical, carpentry, painting, plumbing work, heating, ventilating, and air conditioning work.

ESSENTIAL JOB FUNCTIONS

- Performs and assists the maintenance team with a wide variety of building maintenance tasks involving plumbing, electrical, and carpentry tasks.
- Paints and replaces ceiling tiles and grid when warranted.
- Changes consumables in Synexis units every 3 months.
- Changes light bulbs and ballasts, as needed, in all buildings.
- Changes belts on air handlers and exhaust fans as needed.
- Keeps maintenance work shop clean and organized.
- Greases electrical motors on a regular schedule.
- Performs routine plumbing tasks such as repairing leaks, clearing clogged drains, replacing washers and faucets, and changing flush valves and vacuum breakers, as needed.
- Performs light maintenance on trucks and mowers.
- Tests generators and fire pumps monthly and maintains testing logs.
- Transports, loads, and unloads equipment and materials used in projects.
- Moves office furniture and desks.
- Assists with special projects as assigned by Chief Maintenance Supervisor.
- Adheres to all safety and fire prevention rules and reports any unsafe conditions to supervisor immediately.
- Assists with the construction of new structures as designed and instructed whether it be free standing or an addition to an existing facility.
- Assists with new construction duties (includes but not limited to roofing, plaster and sheetrock installation, masonry, electrical wiring, parking lot striping, floor installation, cabinetry, welding, etc.)
- Participates in preventive maintenance program.
- Performs routine inspections and equipment checks as directed.
- Maintains records of repairs and preventative maintenance performed on assigned equipment.
- Maintains inventory of cleaning supplies.
- Serves as part of the first responder crew during a community disaster.
- Performs brush and tree removal.
- Performs trash and debris removal.
- Performs all other storm recovery duties as assigned.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent required, with one (1) year of experience in facility maintenance or related field; or any equivalent combination of education, training and/or experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of basic principles of building maintenance, including standard practices and methods of electricity, plumbing, carpentry, drywall and painting, and HVAC.
- Knowledge of electrical systems, plumbing practice, and HVAC systems.
- Knowledge of materials and equipment necessary for maintaining County facilities.
- Knowledge of safety rules, including accident causation and prevention.
- Knowledge of County and departmental policies, procedures, ordinances, regulations, and rules.
- Knowledge of tools and equipment used in building maintenance.
- Knowledge of new construction skills and techniques.
- Ability to operate a variety of machinery, tools, and equipment, air compressor, pressure washer, vacuum pump, plumbing tools, mechanic tools, power tools, hand tools, meters, gauges, testing instruments, ladder, and measuring devices.
- Ability to complete work order forms and equipment performance reports.
- Ability to understand mechanical reports, blueprints, and wiring diagrams.
- Ability to communicate orally with co-workers, supervisor, and contractors.
- Ability to inspect, diagnose problems, and complete repairs in a timely and effective manner.
- Ability to understand and carry out oral and written instructions.
- Ability to read and write in English and read building plans, specifications and blueprints.

PHYSICAL DEMANDS

The work is medium and requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force to move objects. Additionally, the following additional physical abilities are required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, kneeling, lifting, mental acuity, pulling, pushing, reaching, stooping, talking at a level to exchange ideas, and walking. Visual acuity at a level to determine accuracy and thoroughness of work assigned, and at a level to operate motor vehicles with or without correction. Body movement or mobility to be able to move about on all types of construction sites and different terrain. Stamina to withstand adverse weather conditions such as heat and cold when performing outdoor maintenance.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs. Indoor work is performed in a relatively safe, secure, and stable office environment. Outdoor work requires traveling between locations. Work may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, and temperature extremes

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.