



POSITION: Maintenance Mechanic I
JOB CODE: 2046 **GRADE:** 112G
DEPARTMENT: Facilities Management **DIVISION:** _____
REPORTS TO POSITION: Maintenance Supervisor
STATUS: Full-Time **FLSA:** Non-Exempt

Position Summary

Performs maintenance on County buildings, equipment, and systems, including electric, plumbing, heating, ventilation, air conditioning, carpentry, and refrigeration. Work of this class involves no supervisory duties or responsibilities.

Position Responsibilities

1. Maintains, troubleshoots, and repairs heating, ventilation, air conditioning, refrigeration, electrical, mechanical, and plumbing systems.
2. Inspects, installs, relocates, and performs preventive maintenance to systems and/or equipment.
3. Oversee short term projects (1-2 weeks in length).
4. Identifies and coordinates repairs by 3rd party vendors and submits reports in a timely manner.
5. Interprets schematics and blueprints as required.
6. Orders supplies and equipment; moves equipment and furniture as directed.
7. Receives, reviews, summarizes, and closes work orders in a timely manner.
8. Performs landscaping and snow removal duties; maintains snow removal equipment.
9. Fabricates parts and components as necessary.
10. Works alongside and reviews progress of Maintenance Workers.
11. Performs weekend rounds and assesses County facilities.
12. Attends training and team meetings, as required.

Minimum Qualification Requirements

Education

High School Diploma or G.E.D.

Experience

Minimum of two (2) years' experience in building maintenance, including experience in maintenance and repair of various heating, electrical, plumbing, and mechanical systems.

**An interested candidate with an equivalent combination of education and experience as listed above may be considered.*

Certificate(s) and/or License(s)

1. Possession of a valid Class "C" non-commercial driver's license with no more than three (3) points.
2. DOT Medical Examiner's Certificate.
3. CDL preferred, but not required.

Knowledge, Skills & Abilities

1. Ability to diagnose and repair heating, electrical, mechanical, plumbing, and other systems and equipment.
2. Ability to use and maintain equipment, including a variety of power and non-power equipment.
3. Ability to troubleshoot, diagnose and repair refrigeration, air conditioning, and heating systems with an electrical multi-meter.
4. Ability to perform preventative maintenance, repairs, and adjustments to assigned building fixtures, systems, tools, equipment, and/or machinery.
5. Ability to follow oral and written instructions, including work orders (digital and hard copy) and operating manuals.
6. Ability to work effectively with others.
7. Ability to operate various trucks, including dump and plow, and other motor vehicles as required.
8. Ability to establish installation and repair priorities.
9. Ability to maintain records and complete written reports.
10. Knowledge of computer operations, including Microsoft Office and other related software.
11. Ability to read, interpret, and communicate using drawings, schematics, specifications, and blueprints.

Miscellaneous Position Information

Working Conditions & Physical Requirements

Work requires frequent physical effort and occasional strenuous effort, including walking extensively, climbing stairs, working in a stooped position over a long period of time, sitting or standing for extended periods of time, lifting or handling moderately heavy equipment or materials, and/or shoveling snow for extended periods of time. Must be able to lift 100 pounds assisted on a regular basis.

Work environment involves risks or discomforts, which require special safety precautions, such as working around moving parts or machinery. Employees may require protective equipment including but not limited to boots, goggles, gloves, or shields.

Requires working in extreme weather conditions, such as rain, heat, and cold. Must be willing and able to work in areas with no heat or cooling.

Work is normally performed Monday through Friday during normal business hours, however, may require alternate work hours 24 hours a day, seven (7) days a week.

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

Conditions of Employment

1. Prior to appointment, employees are subject to pre-employment medical history review and drug testing, extensive background investigation (which may require CJIS and NCIS clearance), including but not limited to reference checking, and driving history, and an evaluation of training or experience.
2. Employees in this classification are essential as defined by the County's Personnel Policies and Procedures Manual and are required to report to work during inclement weather or other designated emergencies.

Benefits (*Not all positions may be eligible for these programs.)

Cecil County Government offers a full complement of benefits including medical, dental, life, disability, and AD&D insurance programs as well as a generous time off benefits. We understand that finding the right balance between home and career is a challenge and offer the following programs: employee assistance program, flexible work arrangements/compressed schedule and telework/remote office opportunities.

This position description is representative of the general and most important components of this role and does not characterize every aspect of the job; other duties and responsibilities may be assigned as warranted and deemed appropriate. This document does not constitute a contract of employment, nor a guarantee of continued employment. Cecil County Government is an equal opportunity employer.

By signing below the employee indicates this job description was reviewed, acknowledged, and accepted. Questions regarding the job description should be directed to Human Resources.

Employee Printed Name

Date

Employee Signature