



POSITION: Maintenance Worker
JOB CODE: 2020 **GRADE:** 110G
DEPARTMENT: Facilities Management **DIVISION:** _____
REPORTS TO POSITION: Maintenance Supervisor or 2nd Shift Supervisor
STATUS: Full-Time **FLSA:** Non-Exempt

Position Summary

Responsible for providing cleaning, maintenance, and other manual labor for tasks in the following areas: grounds keeping, plumbing, electrical, and mechanical systems, carpentry, painting, and masonry. Work of this class involves no supervisory duties or responsibilities.

Position Responsibilities

1. Performs preventative maintenance to systems, equipment, and buildings, as directed.
2. Installs and repairs lights and other electrical fixtures and equipment; installs and repairs plumbing.
3. Performs grounds keeping duties as assigned, including snow and ice removal, mowing, weeding, mulching, and trimming.
4. Prepares and paints interior and exterior surfaces of buildings and parking lots.
5. Maintains and repairs equipment and machinery as assigned.
6. Transports recycling materials and trash to Landfill; moves office furniture as directed.
7. Receives and delivers office supplies.
8. Assists Mechanics with installation of machinery, construction, ventilation, wiring, and other projects as assigned.
9. Opens, closes, and secures buildings and properties.
10. Installs and repairs small office equipment, including but not limited to locks and signs.
11. Maintains various reports on equipment, machinery, and tools, as directed.
12. Attends training and team meetings, as required.

Minimum Qualification Requirements

Education

Completion of 8th grade and ability to read, write and follow instructions; high school diploma or GED preferred.

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.

Knowledge, Skills & Abilities

1. Ability to use and maintain assigned equipment, including a variety of power and non-power equipment.
2. Ability to perform preventative maintenance, repairs, and adjustments to assigned building fixtures, systems, equipment and/or machinery.
3. Ability to follow oral and written instructions, including work orders (digital and hard copy) and manuals.
4. Ability to work effectively alone and with others.
5. Ability to operate various trucks, including plow and dump, and other motor vehicles.

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