

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Maintenance Mechanic II
Department: Facilities Management
Revised : October 2013

Class : Skilled Craft
FLSA : Non-exempt

This job description supersedes any prior description for the Maintenance Mechanic II classification.

GENERAL DESCRIPTION

Skilled work in the performance of a wide variety of building maintenance and repair tasks of County-owned buildings. Although the work requires the use of journeyman's tools and responsibility for operation in several of the craft fields, the skill required in any one field may be less than that which would be required of a journeyman in the field.

Assignments are of a general nature from the Maintenance Supervisor. Work in this class is usually performed without close supervision, but is ordinarily reviewed upon completion by the Maintenance Supervisor.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Services HVAC equipment including changing filters, belts, and ductwork.

Performs preventive maintenance on HVAC equipment, lighting, electrical equipment and plumbing fixtures on a predetermined schedule.

Maintains and services plumbing fixtures including sinks, commodes, valves, traps, boilers, and water pumps.

Performs general carpentry including framing, drywall installation, and painting; assists with building cabinetry, steps, decking, and lock repairs.

Orders, repairs, and installs road signs.

OTHER JOB FUNCTIONS

Performs landscaping duties including mowing grass, trimming, sowing grass, fertilizing, planting trees and flowers, and mulching.

Participates in on-call on a rotating basis for evenings and weekends.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the methods, practices, tools, and materials used in building maintenance and repair work.

Skill in the use of tools and equipment of the trades exercised.

Job Title: Maintenance Mechanic II

Page : 2

Ability to read and understand relevant technical publications and drawings.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, running, bending, stooping, and lifting weights in excess of 150 lbs with assistance. Work will include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemical, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school, preferably supplemented by relevant technical courses, and two years of maintenance experience. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**