

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : Maintenance Mechanic I - WEP  
**Department**: West End Plaza  
**Revised** : March 2023

**Class** : Skilled Craft  
**FLSA** : Non-exempt

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

**GENERAL DESCRIPTION**

Skilled work in the performance of a wide variety of building and grounds maintenance and repair work.

Assignments are of a general nature from the Maintenance Supervisor with specific assignments given by the Grounds Maintenance Crew Leader or a Maintenance Mechanic II. Work 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.)

Performs landscaping duties including mowing grass, sowing grass, fertilizing, trimming, pruning trees, planting trees and flowers, and mulching at County-owned properties.

Moves furniture and equipment as requested.

Performs general carpentry including painting.

Replaces light bulbs in County buildings.

Performs general maintenance on service vehicles and lawn mowers including changing oil and air filters, checking water and tires, etc.

**OTHER JOB FUNCTIONS**

Keeps County parking lots free of trash.

Delivers materials as necessary; delivers supplies to custodial worker on a weekly basis.

Performs related duties as required.

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

**KNOWLEDGE, SKILLS, AND ABILITIES**

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

Skill in the use of landscaping equipment.

Ability to understand and follow oral and written instructions.

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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 chemicals, 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 and six months of experience in landscaping is required. Additional experience in general carpentry, electrical, or HVAC equipment is preferred. North Carolina State Pesticide License preferred. A valid driver's license is required.

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