



JOB DESCRIPTION

Position: Maintenance Employee	Department: Maintenance
FLSA Classification: Non-Exempt	Reports To: County Administrator
Salary Range:	Employment Status: Full Time

POSITION SUMMARY:

The Maintenance Worker performs routine and preventive maintenance and repairs of all County buildings, mechanical equipment and utility systems.

ESSENTIAL FUNCTIONS:

1. Perform minor and major repair of all buildings and equipment.
2. Perform preventive maintenance procedures on building mechanical equipment on a scheduled basis.
3. Calibrates and repairs pneumatic systems.
4. Replace lighting fixtures and change lights.
5. Replace broken windows, repair doors and door locks.
6. Plumbing repairs, replacement, and installation.
7. Install electrical wiring and equipment; repair and replace wiring as needed.
8. Repairs electrical equipment and control circuits; replace faulty electrical switches; repair refrigeration equipment.
9. Carpentry repairs and installation (doors, shelves, countertops)
10. Assist with the renovation/remodeling of buildings; repairs plaster and drywall; paints building structures.
11. Conduct safety inspections on facilities.
12. Maintain tools and equipment.
13. Performs outside custodial duties such as snow and ice removal as needed.
14. Obtain estimates for supplies and repair parts and order parts.
15. Adhere to all safety requirements and wear proper PPE

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to use hand and power tools
- Ability to communicate effectively orally and in writing
- Ability to write clear, concise instructions and correspondence
- Ability to apply standard mathematical concepts
- Ability to operate standard office equipment
- Ability to efficiently operate a personal computer and use associated software (Microsoft Office) and selected software programs utilized by the department
- Ability to follow all safety procedures

- Ability to use safety equipment as required for job

PHYSICAL REQUIREMENTS:

- Read and interpret documents such as policies, procedures and instructions
- Lift and/or move objects up to 50 pounds frequently
- Stoop, bend and kneel occasionally to accomplish job-related tasks
- Repetitive movement of hands and fingers to perform job-related tasks and operate office equipment
- Reach and grasp using fingers, hands and arms continually to perform job-related tasks
- Regularly sit in a fixed position
- Frequent walking, standing or moving about to perform job-related tasks
- Vision abilities include close and distance vision, ability to adjust focus, and depth and color perception to read regular and small print
- Regularly exchange information through speaking and listening in person and by telephone

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent
- One year of experience in a maintenance related field
- A combination of education and experience may meet the required level of education and experience

Please send resumes to Kgriffith@rankincounty.org

Americans with Disabilities Act

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the county.