

Champaign County Job Description

Job Title: Maintenance Worker

Department: Physical Plant

Reports To: Building & Grounds Manager

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - AFSCME General Unit

Prepared Date: August 2015

SUMMARY Performs routine and extensive preventative maintenance and repair procedures on County buildings, mechanical equipment and utility systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs minor and major repair of all buildings and equipment. (Major repairs are performed under the supervision of licensed maintenance workers.)

Performs preventive maintenance procedures on building mechanical equipment on a scheduled basis; inspects belts, checks fluid levels, replaces filters, greases bearings, seals, etc.; repairs or replaces broken parts.

Cleans and inspects boiler; treats water with proper chemicals.

Calibrates and repairs pneumatic systems.

Replaces broken windows; repairs doors, door locks and closets; installs window blinds.

Completes daily, weekly and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures.

May operate a computer which controls and monitors mechanical equipment and utility systems.

Installs electrical wiring and equipment; new electrical services, wiring during remodeling projects; replaces and repairs wiring as needed.

Repairs electrical equipment and control circuits; replaces faulty electrical switches; repairs refrigeration equipment.

Performs electrical locks and control panels repair to maintain building security.

May install computer cable.

Responds to emergency maintenance requests as required.

Assists with the renovation/remodeling of buildings; repairs plaster and drywall; paints building structures.

Maintains records of scheduled maintenance procedures.

May cut lawn using hand, power or riding mower; trims edges around walks, flower beds, walls, etc.

May spray lawns, trees and shrubs with fertilizers and insecticides.

Performs outside custodial duties such as snow removal, plant grass, flowers, trees and shrubs; prunes shrubs and trees to shape and improve growth as required.

Removes snow and ice from building walkways and steps; may rake leaves, clean and sweep litter.

May obtain estimates for supplies, repair parts; orders parts as needed.

SUPERVISORY RESPONSIBILITIES May exercise some supervision over Public Service Workers.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) and one year of responsible experience in building and mechanical equipment maintenance and repair; or an acceptable equivalent combination of education and experience. Good skill in the use of hand and power tools.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Valid Illinois Driver's License.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must

frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud.

Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.