

Champaign County Job Description

Job Title: Senior Maintenance Worker

Department: Physical Plant

Reports To: Building & Grounds Manager

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - General Unit

Prepared Date: August, 2015

SUMMARY Performs routine, extensive and responsible 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.)

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

Operates steam boilers and air conditioning units in season and makes repairs as needed.

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.

Calibrates and repairs pneumatic systems.

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 assist with the implementation of fire safety procedures, conducts fire drills, verifies that smoke detectors and fire extinguishers are operational.

May install computer cable.

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

Performs outside custodian duties such as snow removal, plant grass, flowers, trees and shrubs.

Sprays lawns, trees and shrubs with fertilizers and insecticides.

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

Responds to emergency maintenance requests as required.

SUPERVISORY RESPONSIBILITIES May exercise supervision over Maintenance Workers or Public Service Workers. May supervise 1 to 2 employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance and resolving problems.

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 3-5 years of responsible experience in building and mechanical equipment maintenance and repair; or an acceptable equivalent combination of education and experience. Additional courses and/or experience in pneumatics controls, energy management programming, locksmithing for electrical security locks preferred.

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.