

INGHAM COUNTY JOB DESCRIPTION

BUILDING MAINTENANCE MECHANIC II

General Summary

Under the supervision of a Maintenance Supervisor, performs a variety of preventative maintenance and repair tasks on County facilities and equipment, including some of the more complex repair tasks. Performs preventative maintenance and makes routine repairs to electrical, plumbing, and security systems. Performs rough and finish carpentry work and takes the lead on projects such as building and paneling walls and partitions. Performs detailed lock repairs and maintains various security equipment. Welds and fabricates parts as necessary. Maintains and repairs various equipment.

Essential Functions

1. Performs detailed lock repair, including rebuilding locks, rebuilding or fabricating parts, repairing electronic locks, and installing key pads. Maintains and makes minor repairs to the jail locking and security system. Maintains and repairs video observation equipment. Sets up and maintains master key systems for buildings.
2. Performs rough and finish carpentry work and construction work, including building and paneling walls and partitions, designing and installing counter tops, constructing cabinets and bookcases, as well as repairing furniture, installing suspended ceilings, hanging and finishing drywall, repairing door frames, and hanging doors.
3. Inspects and monitors the operation of heating and air conditioning units, checking filters, trouble-shooting problems, cleaning evaporators and condenser cells, changing belts and motors, lubricating bearings and monitoring the operation of air handler units. Sets-up and monitors the energy management system. Operates and maintains boilers and cooling towers by adding water treatment chemicals.
4. Performs electrical repairs to County buildings, fixtures, and equipment, includes testing circuits to locate problems, replacing switches, outlets, and ballasts, repairing and replacing motors and pumps, and related tasks.
5. Performs plumbing repairs such as repairing leaks and unplugging drains and fixtures, replacing valves, and installing fixtures such as sinks, urinals, toilets, and performing other plumbing jobs.
6. Performs interior and exterior painting, includes repairing and preparing walls for painting and applying various types of paint. May require use of ladders. applies caulking as necessary. Installs and repairs vinyl and other walls coverings.

7. Prepares cost estimates of carpentry and construction projects and makes purchasing recommendations. Works with representatives of County departments to assist in project design and layout.
8. Moves desks, tables, and other office furniture.
9. Operates a motor vehicle to deliver supplies, pick up freight, and make other deliveries.
10. Ensures the safe operation and storage of maintenance tools and equipment.
11. Performs repairs to mechanical equipment such as mowers and grounds equipment, maintenance equipment, and various other items.
12. Performs flat cement work, including building forms and repairing sidewalks and steps.
13. Prepares trucks, tractors, and other County equipment for painting, includes sanding, filling and masking. Utilizes an air compressor, sprayers, and other equipment.
14. Fabricates and welds brackets, braces, and other devices. Performs welding on carts, kitchen equipment, and a variety of other equipment.
15. Operates trucks with plows and tractors with brooms to remove snow from County parking lots. Operates snow blowers to clean snow from sidewalks. Shovels entrances and other areas inaccessible to power equipment. Operates trucks with salt spreader.
16. Oversees other maintenance employees on assigned projects and assists in the training of new maintenance employees.
17. May be placed in charge of maintenance for designated building[s] in the absence of supervisor and higher classified maintenance personnel.
18. Performs all other functions of lower classified maintenance employees as necessary.

Other Functions

19. None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: High school graduation or equivalent. Prefer skills training in electrical, plumbing, HVAC and other building trades areas.

Experience: Three years of experience in the maintenance and repair of building and mechanical systems, including some of the more complex building maintenance repair tasks. Prefer skills or experience as a locksmith.

Other Requirements: Possession of a valid Michigan Driver's License. State of Michigan certification of boiler and cooling tower treatment.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Walks over uneven terrain to make repairs.
- Squatting, stooping, kneeling to maintain and repair facilities and equipment.
- Climbing ladders to paint or make repairs.
- Lifting ability to remove and replace parts on building mechanical systems.
- Ability to lift, push and pull office furniture.
- Ability to lift boxes of supplies, equipment and other items weighing up to 100 lbs.
- Ability to lift and move plumbing fixtures and other equipment involved in repair tasks.

Working Conditions:

- Works in confined spaces.
- Works outside in varying weather conditions.
- Works in all areas of County buildings.
- Works in cramped body positions to perform maintenance and repairs.
- Works in areas with loud noise.
- Exposure to equipment where risk exists of getting burned, bruised or scraped.
- Contact with oil and petroleum products.
- Exposure to large moving parts of various equipment.
- Exposure to solvents, boiler chemicals and various other chemicals.
- Exposure to gases and fumes. Exposure to communicable diseases in the course of some maintenance assignments.