

**INGHAM COUNTY
JOB DESCRIPTION**

MAINTENANCE REPAIR WORKER

General Summary

Under the supervision of a Maintenance Supervisor, performs a variety of maintenance and repair tasks on County facilities and equipment. Makes routine repairs to electrical, plumbing, and mechanical systems, and assists with major repairs and carpentry and construction projects. Maintains and repairs various equipment. Moves office furniture, installs modular office units, performs painting assignments, operates snow removal equipment, and performs a variety of related maintenance tasks.

Essential Functions

1. Performs general repairs to County buildings, fixtures, and equipment such as repairing or replacing broken windows, replacing light bulbs, replacing switches and outlets and related tasks.
2. Performs plumbing repairs such as repairing leaks and unplugging drains and fixtures, replacing valves, and assisting with installing fixtures and performing major plumbing jobs.
3. Assists with carpentry and construction tasks such as hanging and finishing drywall, repairing door frames, hanging doors, building and tearing down walls, installing suspended ceilings, and installing counter tops. Independently installs modular work stations and assembles and repairs office furniture and equipment.
4. 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.
5. Perform grounds maintenance functions such as operating snow removal equipment, shoveling snow, spreading salt, trimming grass, trees, and shrubs, planting flowers, raking leaves, operating power-edger for sidewalks, and related grounds tasks.
6. Removes trash from trash containers and empties ash trays. Changes liners in trash containers and replaces sand in ash trays. Checks grounds for trash.
7. Moves desks, tables and other office furniture. Performs room set-up for meetings. Moves boxes of files and other materials.
8. Operates a motor vehicle to deliver supplies, pick up freight, and make other deliveries.

9. Performs minor repairs to mechanical equipment such as locks and security equipment, mowers and grounds equipment, maintenance equipment, appliances and kitchen equipment, and various other items.
10. Performs custodial functions such as cleaning and shampooing of carpeted areas.
11. Performs maintenance on departmental vehicles, includes changing oil, changing filters, lubricating, changing fluids, as well as repair and maintenance of other equipment, including welding.
12. Installs carpet, tiles and other floor coverings.
13. Performs roof repair, including patching, replacing flashing, and shingling.
14. Ensures the safe operation and storage of maintenance tools and equipment.
15. Assists groundskeepers and custodial staff as required.

Other Functions

16. 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.

Experience: One year of experience in the maintenance and repair of building and mechanical systems.

Other Requirements: Possession of a valid Michigan Driver's License.

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 and 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 and various other chemicals.

Exposure to gases and fumes.

Exposure to communicable diseases in the course of some maintenance assignments.

