

**INGHAM COUNTY
JOB DESCRIPTION**

BUILDING MAINTENANCE MECHANIC I

General Summary

Under the supervision of the Facilities Manager, performs a variety of preventative maintenance and repair tasks on County facilities and equipment. Performs preventative maintenance and makes repairs to electrical, plumbing, HVAC and other mechanical systems. Maintains and repairs various equipment. May serve as crew leader on assigned projects.

Essential Functions

1. Monitors and maintains heating and air conditioning units by checking filters, cleaning evaporators and condenser cells, lubricating bearings and other moving parts and assisting with major HVAC projects.
2. Repairs and replaces steam traps and valves and other related equipment.
3. Uses computer for operation of HVAC.
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 carpentry and construction tasks such as the layout of walls and framing of walls for drywall, hanging and finishing drywall, repairing door frames, hanging doors, installing modular work stations, and installing suspended ceilings. Repairs office furniture and equipment.
7. 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.
8. Performs grounds maintenance functions such as operating snow removal equipment, shoveling snow, spreading salt, and related grounds tasks.
9. Moves desks, tables and other office furniture. Performs room set-up for meetings.
10. Operates a motor vehicle to deliver supplies, pick up freight, and make other deliveries.

11. 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.
12. Performs maintenance on departmental vehicles, includes changing oil, changing filters, lubricating, changing fluids, as well as repair and maintenance of other equipment.
13. Performs custodial tasks as necessary such as cleaning and shampooing carpeted areas.
14. Utilizes welding equipment to repair equipment and fabricate parts.
15. Installs carpet, tiles and other floor coverings.
16. Performs roof repair, including patching, replacing flashing, and shingling.
17. Ensures the safe operation and storage of maintenance tools and equipment.
18. May serve as crew leader to other maintenance employees on assigned projects and assists in training new maintenance employees.
19. Assists groundskeepers and custodial staff as required.
20. May be placed in charge of maintenance for designated building[s] in the absence of supervisor and higher classified maintenance personnel.

Other Functions

May be trained in the building energy management system.

(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 some technical training in electrical, plumbing, HVAC, and other building trades areas.

Experience: Two years 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:

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.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

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.

