

WORCESTER COUNTY JOB OPPORTUNITIES

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS – MAINTENANCE DIVISION
JOB TITLE: BUILDING MAINTENANCE MECHANIC I
COMPENSATION: GRADE 10/STEP 1 \$27,872 ANNUALLY/\$13.40 HOURLY
APPLICATION PERIOD: UNTIL FILLED

- **JOB SUMMARY:** This position is responsible for performing minor routine maintenance and repairs for County-owned and operated equipment and buildings within the safety policies and procedures established by Worcester County and other regulatory agencies. This position works under the direction of Building Maintenance Mechanics and reports directly to the Maintenance Supervisor.

GENERAL REQUIREMENTS

- Drug and Alcohol Testing
- Subject to emergency call-back or overtime with little or no notice
- Pre-employment background check and motor vehicle history
- DOT Physical

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Work with journeymen to maintain HVAC equipment. This will entail performing remedial tasks such as but not limited to; changing air filtration elements, cleaning duct coils, changing drive belts, insulating refrigerant line sets and any other tasks to complete the work assigned to the lead journeymen.
- Assist with repairing plumbing fixtures. Fixtures will consist of; lavatories, lavatory faucets, water closets, urinals, custodial mop sinks, kitchen sinks, etc.
- Assist with repairing boiler systems. Remedial tasks will be a major part of this work and may consist of; cleaning heating elements, changing fuel filters, etc.
- Maintain and install lighting and electrical fixtures. This will include not only exchanging light bulbs, changing fixture lens, ballasts, wall switches but installing electrical wiring circuits, fixtures, and pole lighting etc.
- Assist with Fire Alarm & Sprinkler system installation, maintenance and repairs.
- Provides status updates for Work Order Requests via a county-owned personal computer using a county-contracted Internet Maintenance Management System.
- This position shall require Assistant/Apprentice registration for electrical and HVACR work to be performed under the direct supervision of the County's Master Electrician and Master HVACR Journeyman.
- Adheres to the Worcester County Government Personnel Rules & Regulations.
- Performs all other related duties as required or assigned.

QUALIFICATIONS AND SKILLS

- High School Graduate or equivalent diploma plus 1+ years of experience in maintenance of buildings. Building maintenance experience may consist of related Trade School education or other certified related educational courses.
- Must have the ability to use personal computing to work with Microsoft Office products, email messages & applications and the internet for reporting processes.
- Possess and maintain an EPA 608 Universal Technician's Certificate.
- Possess and maintain a DOT Physical Card.
- Ability to read blue prints with minimal assistance.
- Knowledge of proper safety procedures and PPE utilization at all times to perform job related duties.
- Thorough knowledge of semi-skilled labor tasks using hand and power operated tools to assist with the maintenance and repair of building components such as electrical, plumbing and HVAC.
- Work in a team concept.
- Ability to follow verbal and written instructions, read street signs, keep records and logs, complete written forms and to communicate effectively with the public and coworkers. Ability to apply acquired knowledge to increasingly varied and complex tasks.
- Knowledge of safe work practices as related to building maintenance.
- Ability to complete assigned work tasks by established deadlines.
- Valid driver's license and driving record of less than 4 points (MD).

SAFETY ANALYSIS

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)

Heavy Work - Constant viewing and lifting over 10lbs; Frequent bending, hearing, carrying, lifting, pushing, pulling, stooping, talking, walking and moving of objects over 25lbs; Occasionally over 50lbs. Known hazards include risks associated with chemicals, confined spaces entry (training is provided), electricity, heat, impacts, and sharp objects use of power tools and equipment.