Job Posting

Position: Maintenance Mechanical I Skilled HVAC
Department: Madison County Maintenance
FLSA status: Non-exempt
Status: Full-time
Job Category: LTC (Labor Trades and Crafts)
Work Schedule: Monday thru Friday 8:00AM – 4:00PM, must be available to work 24/7 on call rotation

Incumbent serves as Maintenance Mechanic I Skilled HVAC and is responsible for repair and maintenance of County equipment and building.

Duties:
Performs major and minor repairs of County-owned equipment and Government Center building, including installing electrical outlets, light fixtures, telephone and computer cables, and all HVAC units.
Performs preventative maintenance procedures on H.V.A.C. units, including changing and/or cleaning filters and performing water analysis, and performing repairs of HVAC equipment.
Inspects and evaluates condition of heating and cooling units, recommends repair or recommends replacement.
May assist with building remodeling projects, including building walls, benches and installing vinyl bases or carpeting.
May assist with installing/fixed cameras and/or minor electrical devices in the Jail complex.
Inspects, evaluates and maintains fire prevention equipment, including alarms and extinguisher.
Installs and/or replaces plumbing fixtures, including water lines, toilets, sinks, coolers, and sump pumps; tests and repairs water systems and unclogs toilets and sinks, as needed.
Performs seasonal maintenance on County equipment, including changing belts, greasing and oiling, and ensuring proper fluid levels.
Acts as crew leader and supervises the work on projects as assigned or directed. May supervise the work of jail trustees, including various cleaning, sanitation, and minor maintenance duties.
May perform repairs on locks, sliding doors inner locking circuits, broken windows, toilets, sinks, and showers within the jail complex. Rebuilds locks and sliding door motors as needed.
Maintains record of all repairs, maintenance procedures, and employee time sheets, as required.
Maintains inventory of tools, ensuring proper security of tools at all times.
Performs custodial duties, as needed, including mopping and sweeping; removes snow and ice from building grounds, as needed, and loads and/or unloads trucks.
May perform checks weekly, listing repairs needed and maintaining records of repairs made.
May serve on 24-hour call as assigned.
Performs related duties as assigned.

Qualifications:
HVAC certification with 15 years of verifiable electrical and plumbing experience.
Thorough knowledge of the accepted principles and practices involved in building and equipment repair and maintenance and familiarity with diagnostic, overhaul and repair procedures and tools.
Ability to diagnose electrical failures and perform replacements and installations.
Knowledge of carpentry and ability to perform plumbing projects.
Knowledge of and ability to safely use maintenance tools and equipment, including table and miter saws, air driven tools, electrical hand tools, volt and ampere meters. Also performs water analysis on H.V.A.C. equipment.
Ability to supervise and give meaningful instruction to custodial personnel regarding proper operation and safety of equipment and machinery.
Ability to read blueprints and interpret a variety of manufacturer’s manuals and specifications.
Ability to maintain accurate records and files.
Ability to serve on 24-hour call assigned.
Ability to legally operate a motor vehicle.

Interested candidates should submit a signed cover letter, resume and at least three (3) professional references to:
Human Resources
16 E 9th Street, Suite 102, Anderson, IN 46016
http://www.madisoncounty.in.gov/HR_Application.pdf
Deadline for submission is Friday, October 20, 2017 4:00PM
Madison County Government is an Equal Opportunity Employer