

**POSITION DESCRIPTION
COUNTY OF MADISON, INDIANA**

POSITION: Maintenance Mechanic I
DEPARTMENT: Maintenance
WORK SCHEDULE: 8:00 a.m.-4:00 p.m., M-F
JOB CATEGORY: SO (Special Occupation)

DATE WRITTEN: September 1985

STATUS: Full-time

DATE REVISED: October 1, 2020

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

DUTIES (May vary according to assigned shift):

Performs major and minor repairs of County-owned equipment and County Government buildings, including installing electrical outlets, light fixtures, and telephone and computer cables.

Performs preventative maintenance procedures on H.V.A.C. units, including changing and/or cleaning filters and performing water analysis.

Inspects and evaluates condition of heating and cooling units, effects repair or recommends replacement.

May assist with building remodeling projects, including building walls, benches and installing vinyl bases or carpeting. May assist with installing/fixing cameras and/or minor electrical devices.

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.

May act 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 always.

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 maintenance checks weekly, listing repairs needed and maintaining records of repairs made. May serve on 24-hour call as assigned.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

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 light wiring repairs, replacements, and installations.

Knowledge of carpentry and ability to perform plumbing, heating, and cooling repairs.

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. 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 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.

II. RESPONSIBILITY:

Incumbent is responsible for the proper maintenance and repair of County buildings and equipment and for the supervision of subordinate custodial personnel. Independent judgment and decision making are often necessary to effect repairs, especially during unusual or difficult situations. Care and skill are required to protect a variety of systems and the safety of others. Incumbent receives general instructions but is frequently forced to deviate from standard practices and to innovate to achieve desired results.

Reports directly to the Property Manager.

III. PHYSICAL EFFORT:

Incumbent generally performs duties which require moderate to heavy physical exertion for regular durations and often works in awkward and/or cramped conditions. Incumbent performs duties requiring frequent bending, lifting, climbing and pushing and pulling of equipment, showing good stamina and dexterity.

IV. WORKING CONDITIONS:

Incumbent is exposed to the hazards associated with the maintenance trade and frequently works in confined areas and is exposed to moisture, janitorial supplies, refrigerants, water treatment chemicals, paint thinners, and other environmental conditions. Incumbent must also perform duties out-of-doors in varying weather conditions. Safety precautions must be used at all times to avoid injury to self and to others.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Maintenance Mechanic I of the Madison County Courthouse describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Send resume to Al Epperly at aepperly@madisoncounty.in.gov. Deadline for submission is until position is filled.

Madison County is an Equal Opportunity Employer