

BUILDING MAINTENANCE MECHANIC ASSISTANT III

Department: General Properties

Reports to: Building and Grounds Supervisor under the Direction of the Assistant County Administrator for Management Services

Supervision Exercised: Work is performed under limited supervision. Coordination of work with other building/maintenance employees.

Supervision Received: Minimal instruction and supervision after orientation period,

Classification (FLSA) Non-Exempt – Full Time/ (40 hours/week)

Essential Job Duties:

Performs responsible skilled work in the general maintenance, repair, modification and construction of County buildings and related equipment. Possess thorough knowledge of methods, materials, tools, safety procedures and equipment used in the performance of repairs. Responsible for the inventory of all Heating and Air Equipment of County owned buildings and maintain filter rotation for greater efficiency. Performs rough plumbing and electrical work as assigned within the scope of training. Responsible for the requests of light bulb changes for county owned buildings, general plumbing repairs and supply delivery. Maintain inventory and safety checks of emergency equipment as assigned. Ability to work various shifts and hours to accommodate the needs of the county. Attend and participate in meetings, conferences, workshops, webinars and training as required. Assure compliance with regulations, policies, procedures in performance of duties as an employee of Pulaski County. Be proactive in preventative maintenance. Assist with snow removal from parking lots and walkways with powered equipment and hand tools. Ability to use computer with proficiency and/or pursue training as indicated.

Physical Requirements:

Ability to perform work under varying climatic conditions; ability to work and cooperate with other departments and individuals, ability to climb steps, push/pull; exerting force of 20-50 lbs., occasionally bend, stoop, or crawl, use ladders, ability to perform continuous manual work and lift a minimum of 25 pounds to a maximum of 50 pounds occasionally.

Standards:

Abide by all County policies and procedures. Exercise confidentiality in the performance of duties and promote effective teamwork to accomplish the goals of the County. Be proactive to recommend changes for positive growth and implement efficient practices. Attire shall be clean, neat and represent the Vision, Pride and Excellence of County employees.

Education and Experience:

Any combination of education and experience equivalent to a high school diploma and extensive experience in skilled building maintenance work.

Special Requirements:

Possession of a valid appropriate driver's license issued by the Commonwealth of Virginia.

Building Maintenance Mechanic Assistant III

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all Pulaski County policies and procedures.

Employee: _____

Date: _____

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by management as required. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.