



## JOB DESCRIPTION

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**JOB TITLE:** Maintenance Assistant III

**JOB CODE:** 02650

**DEPARTMENT:** Varies

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Department Supervisor/Manager

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### SUMMARY OF JOB PURPOSE

Performs a variety of semi-skilled to skilled maintenance tasks including inspection, repair, and upkeep of various County buildings, grounds, and other facilities as assigned.

### ESSENTIAL FUNCTIONS

1. Performs general building maintenance and custodial upkeep to include painting, general carpentry, plumbing, and electrical repairs; ensures cleanliness of buildings including restrooms, shops, break rooms, etc.; cleans up spills and unsanitary conditions when they occur and ensures compliance with applicable OSHA regulations; provides pest control; may assist with road repairs, landscaping, building and security improvements.
2. Performs grounds keeping and maintenance of parks and grounds including mowing, trimming, edging, weed spraying, planting, mulching, irrigation maintenance and repair, aerating and fertilizing, and repairing fences; performs snow removal duties as necessary; utilizes proper safety precautions in all work performed.
3. May participate in the maintenance and repair of the HVAC/boiler systems, including but not limited to changing filters, greasing, repairing and/or replacing motors, inspecting/changing belts, repairing and/or replacing fans, and servicing/adjusting/repairing dampers.
4. May be responsible for maintaining athletic fields by preparing field layout, painting lines, grooming fields, raking sand courts, maintaining scoreboards and bleachers.
5. Operates various gas and diesel powered equipment, power tools, and hand tools while performing repair and preventative maintenance of facilities and grounds; repairs or replaces equipment and components as necessary; tracks and orders supplies as necessary.
6. Supports special events and various meetings by reserving facility space, assembling and disassembling meeting rooms, clean up and removal of park equipment, hauling of bleachers, and running of temporary fencing as required.
7. May complete other special projects to include, but not limited to, installing interlocking pavers, mounting memorial plaques, chipping and disposal of Christmas Trees, etc.
8. Inspects buildings, grounds, parks, roads, and other areas relative to safety and security; assists with inspections, repairs, and/or modification of all fixtures and components.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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### Maintenance Assistant III

#### EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED) and a minimum of two (2) year's experience in building and/or grounds maintenance work required; education in the areas of Refrigeration and HVAC Control Systems desirable.

#### LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before groups of customers and/or employees of the County.

#### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

#### REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

#### OTHER KNOWLEDGE, SKILLS, & ABILITIES

Safe operation of various hand, power, and gas operated tools and equipment; knowledge of general maintenance techniques and methods as well as safety requirements associated with the job.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License and an acceptable driving record.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to climb, balance and stoop, kneel, crouch, or crawl and must regularly lift and/or carry up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### WORKING ENVIRONMENT

While performing the duties of this job the employee is frequently exposed to outside weather conditions, wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, moving mechanical parts, risk of electrical shock, and vibration. The noise level in the work environment is occasionally loud.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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