



JOB DESCRIPTION

JOB TITLE: Maintenance Specialist III

JOB CODE: 2690

DEPARTMENT: Varies

FLSA STATUS: Non-Exempt

REPORTS TO: Department Manager/Director

SUMMARY OF JOB PURPOSE

Performs skilled, semi-skilled, and journey-level maintenance and repair activities, including grounds, facilities, basic carpentry, water systems, parks, and streets, as assigned.

ESSENTIAL FUNCTIONS

1. May perform grounds keeping and maintenance of parks and grounds including mowing, trimming, edging, weed spraying, planting, mulching, irrigation maintenance and repair, aerating, and fertilizing, and pest control; performs snow removal duties as necessary; utilizes proper safety precautions in all work performed.
2. May perform general building maintenance and custodial upkeep to include painting, general carpentry, plumbing, electrical repairs, and general welding and brazing; 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.
3. May be responsible for maintaining the town water distribution system; handles routine and emergency repairs of water mains, service lines, valves, fire hydrants, pumps, and other related equipment; maintains log books and updates maps as needed; assists in maintaining water systems, including raising water boxes, repairing water leaks, checking town wells, testing water quality, assisting in water meter installation, and setting up water assemblies.
4. May collect commercial and residential solid waste involving driving a trash truck, picking up trash cans, dumping trash into truck, and transporting collected trash to dump site or transfer station; plans out routes and pick up times.
5. May carry out routine maintenance of trash dumpsters and equipment, including steam cleaning, painting, and repair or installation of dumpster lids; performs routine inspection and maintenance of garbage trucks; performs minor automotive repairs of garbage trucks and other town vehicles such as lube, oil, and tire air checks; performs routine servicing and maintenance of equipment, including mowers and other various gas and diesel powered equipment and power tools; repairs or replaces equipment and components as necessary.
6. May supervise assigned department personnel by prioritizing and assigning tasks and projects; reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities; maintains work orders for assigned crews, and orders replacement parts and materials/supplies for assigned projects.
7. May participate in the interview process and training of new employees; develops staff skills; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares and/or contributes to employee performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.

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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8. May perform general town maintenance assignments, as directed; cleans and repairs town streets and storm drains; assists in street maintenance, including painting curbs, sweeping gutters, and grading alleys; sets up traffic controls and barricades to protect workers from traffic; directs and controls traffic around work sites.

ADDITIONAL ESSENTIAL FUNCTIONS (Positions located in Building & Fleet Services)

1. Participates in the design, layout and installation of office, public facility, shop, plant and other remodeling, repair or modification projects affecting County buildings and facilities; assists in preparing project specifications; estimates materials, parts, tools and equipment needed for work assignments; orders and picks up materials and supplies from outside vendors as appropriate; prepares cost estimates for job.
2. Performs skilled work in the installation, maintenance and repair of heating, air conditioning and refrigeration equipment, including the installation of associated piping and refrigerant lines; installs and maintains electrical, electronic and pneumatic information and control systems associated with HVAC equipment; inspects, maintains and repairs high and low pressure boiler and related piping and control equipment; cleans boilers and treat water as required; inspects refrigerant equipment for proper operation; recharges equipment as required; ensures that all installation, maintenance and repair work is performed to code; tests and troubleshoots HVAC system malfunctions, repairs or orders and replaces components, and tests equipment prior to placing back into service.
3. Performs a variety of building maintenance tasks including general carpentry, furniture repairs, carpet repairs/replacements, painting, plumbing, electrical, and mechanical work; repair, inspect, and maintain control systems and circuits, install and repair light fixtures, wall plugs, switches, boxes, breakers, and conduit; performs fire system checks and any other building related maintenance; observes safety precautions when working with energized equipment.
4. Inspects, maintains, repairs, and/or modifies fixtures and components in jail areas (cells, cellblocks, dining areas, booking areas, etc.); repairs and replaces equipment and components as necessary; installs replacement parts or makes minor additions and modification to existing equipment; determines type and quantity of supplies/equipment required ensuring it is within department budget constraints; performs locksmith functions, changing tumblers in master and code locks, making keys, and repairing lock and door hardware.
5. May supervise a small work team in the performance of assigned duties by prioritizing and assigning tasks and projects; reviews the work of assigned staff to assure work quality and timely accomplishment of assigned duties and responsibilities; maintains an accurate record of time and materials spent on work orders, turns in assigned and completed work orders to supervisor, and correctly fills out appropriate equipment repair orders noting time and materials used on that particular piece of equipment.
6. May be required to work a rotating, on-call weekend schedule.

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.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED), and five (5) years journey level maintenance experience and experience operating heavy equipment and specialized power tools; specific experience with water systems may be required for some positions.

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 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 (requirements dependant upon position assigned)

Knowledge of tools, materials, and equipment related to maintenance and landscaping; a variety of routine maintenance methods and techniques; water works, plumbing, automotive repairs, carpentry, and landscaping maintenance; ability to operate a variety of power tools, hand tools, and equipment.

Knowledge of principles, methods and materials used in the installation, repair and maintenance of a variety of heating, air conditioning and refrigerant systems and related equipment; methods and materials used in the installation, maintenance and repair of high and low pressure boilers and related control and piping systems; electrical, electronic and pneumatic principles and control systems related to the HVAC trade; fire sprinkler system operations and maintenance; operation and maintenance of a variety of hand, power and shop tools and test equipment used in the trade; safe work methods and safety regulations pertaining to the work; shop mathematics; basic record keeping practices; basic job estimation and supervisory principles and practices.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; Nevada Commercial Driver's License Class "A" or "B" with air brake endorsement, Grade II Water Distribution License, and Backflow Prevention Assembly Tester Certification required for some positions; EPA approved certification for refrigerant handling desirable for positions assigned to the Building & Fleet Services division.

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

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frequently required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 50 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 regularly exposed to outside weather conditions, moving mechanical parts, and fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions, high and precarious places, toxic or caustic chemicals, risk of electrical shock, and vibration. May be required to work on holidays and subject to call back in an emergency; may be required to work weekends on occasion. The noise level in the work environment is usually moderate.

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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