**\_\_\_\_\_\_\_ County**

 **Job Description**

**Job Title: Assistant to Maintenance Director**

**Reports To: Director of Maintenance**

**Supervises: None**

**FLSA Status: Non-Exempt**

**Approved Date: July 1, 2014**

Safety Sensitive: Yes

**I. Purpose of Job**

Performs general maintenance on all facilities and grounds in the County.

**II. Essential Job Duties**

**A. Maintenance and lawn care**

* Responds to routine or emergency work orders as needed.
* Maintains and inspects all facilities and grounds within county.
* Performs plumbing work installing, fixing, and or troubleshooting plumbing problems in facilities.
* Performs electrical work installing, fixing, and or troubleshooting electrical problems in facilities.
* Performs carpentry on facilities and repairs building structures as needed. (Examples include: roofing, siding, drywall, trim, tiling, install fencing, painting)
* Maintains County grounds by performing lawn care, which may include mowing, weed eating, and trimming hedges.

**B. Equipment upkeep**

* Performs general maintenance of equipment and vehicles including cleaning, greasing, and changing oil.
* Cleans and maintains all equipment and work areas.
* Loads and unloads all equipment for transportation to worksites.

**III. Other Job Duties**

Performs other job duties as assigned, including:

* Perform related duties and responsibilities to assist other employees in the parks department as required.

**IV. Primary Job Challenges**

Primary challenges of this position include having to troubleshoot and accurately assess problems associated with plumbing, electrical, and structural issues while also maintaining lawns at the same time.

**V. Equipment Operated**

May operate plumbing tools, electrical tools, carpentry tools, lawn mowers, weed eaters, and blowers

**VI. Key Competencies Required**

* **Job Content Knowledge**

Has knowledge of the policies, procedures, and activities of the County as they pertain to the performance of duties relating to the position. Has considerable knowledge of plumbing, electrical, carpentry, lawn care, and safety practices as necessary in the completion of daily responsibilities. Has considerable knowledge regarding the operation of various types of electrical and non-electrical tools and equipment. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department.

* **Language Skills:**  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
* **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
* **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. In decision making, some choices are known while others may need to be identified. Some reliance on precedent. Ability to interpret a variety of complex instructions furnished in written, oral, diagram, or schedule form.
* **Teamwork:** Develops constructive and cooperative working relationships with others. Encourages others to express their ideas and opinions. Provides input into identifying and solving problems. Anticipates need of others for information about job tasks and work environment and provides it to them in a timely manner. Willingly assists others with job tasks when appropriate.

**VII. Physical Demands and Work Environment**

**Physical Demands:** Performance of the essential duties of this job requires the incumbent to:

* Regularly stand.
* Frequently walk.
* Occasionally sit.
* Regularly use hands to finger, handle, or feel.
* Regularly reach with hands and arms.
* Frequently climb or balance.
* Frequently stoop, kneel, crouch, or crawl.
* Regularly talk or hear.
* Occasionally taste or smell.
* Regularly lift up to 10 pounds.
* Frequently lift up to 50 pounds.
* Occasionally lift more than 100 pounds.

**Work Environment:** Performance of the essential duties of this job requires:

* Occasional exposure to wet or humid conditions (non-weather).
* Occasional Work near moving mechanical parts
* Frequent work in high, precarious places
* Frequent exposure to fumes or airborne particles
* Frequent exposure to outdoor weather conditions
* Frequent exposure to extreme cold (non-weather)
* Frequent exposure to extreme heat (non-weather)
* Frequent exposure to risk of electrical shock
* Frequent exposure to vibration.

The work environment is loud (examples: metal can manufacturing department, large earth-moving equipment).

**VIII. Qualifications**

**Education and Experience:** The required knowledge, skill, and abilities to satisfactorily perform job duties are normally acquired through obtaining a one-year certificate from a college or technical school plus two to three years of related experience and/or training; or an equivalent combination of education and experience.

**Required Certifications/Licenses:**

None