

## Job Description

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**Job Title:** Maintenance Mechanic I

**Job Code:** 906180

**Job Family:** Infrastructure

**Pay Grade:** JC.12.12

**FLSA:** Non-Exempt

**EEO:** Service/Maintenance Workers

**Department/Agency:** Countywide      **Position Number(s):** Multiple

**Recommended Position Title(s):** Maintenance Helper

**The following Core Competencies apply to everyone and are essential to all County jobs:**

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

**Essential Duties:**

- Performs basic maintenance duties including painting, light plumbing, cleaning shop and equipment areas, and other miscellaneous maintenance; performs work of increasing difficulty and responsibility, to develop and improve skills; acquires knowledge of the common methods, materials, tools and equipment used within the trade.
- Repairs and maintains tools and equipment of a less complex nature; maintains service records and monitors standard meter readings on equipment; completes meeting room preparations, set-up, and clean-up.
- Assists skilled workers and keeps them supplied with materials and tools; assists with special projects, including commercial snow removal; escorts vendors performing contracted services within secured areas; assists with fire alarm testing.
- Performs various tasks requiring equipment, vehicle, and tool operation; uses a variety of small and large tools and operates a variety of light and medium duty equipment and attachments including: tractors, trucks, scissor lifts, boom truck, and snow removal equipment.
- Completes paperwork, work orders, timesheets, and equipment logs using computerized system; follows purchasing card guidelines.

**Supervisory Responsibilities:**

- Yes    No   This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

***Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.***

## Job Description

### **Minimum Job Requirements:**

High school diploma or equivalent is required. One (1) year of related experience may substitute for education. Must pass a thorough criminal history screening and have a valid driver's license with an acceptable driving record.

***Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.***

### **Preferred Job Requirements:**

Previous related experience is preferred.

### **Education/Experience Substitutions:**

Yes  No Experience may be substituted for degree.

Yes  No Education may be substituted for experience.

### **Physical, Environmental, and Special Working Conditions:**

Excessive standing and/or walking: 60%

Exposure to extreme temperatures, fumes and/or chemicals, heights, and loud noises.

Lifting weight: 50 lbs.

On call/stand-by work required.

Weather essential: Department Essential

Uniform Required

Wearing of goggles, rubber boots, rubber gloves and other PPE as required.

Position is required to respond to requests for emergency and afterhours work which will require work when the facility is closed (e.g. holiday, weekends, nights). This work will require overtime as needed.

Physical abilities, including mobility, agility, strength, dexterity, balance, coordination, and /or endurance.

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.