

## Job Description

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**Job Title:** Maintenance Mechanic III

**Job Code:** 906182

**Job Family:** Infrastructure

**Pay Grade:** JC.14.14

**FLSA:** Non-Exempt

**EEO:** Service/Maintenance Workers

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

**Recommended Position Title(s):** Senior Maintenance Mechanic

**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 more complex mechanical, electrical, plumbing, and other craft and labor duties; completes work orders in the maintenance and repair of building critical components of integrated building systems; checks emergency systems; assists in diagnosis, preforms repairs, and completes preventive maintenance duties on HVAC equipment and building infrastructure; reviews and understands building automation systems making less complex adjustments.
- Leads special projects including planning the project; completes inspections of facilities, buildings, equipment utility systems to identify needs, extent of services and equipment requirements; coordinates and assists maintenance crews in completing assignments; escorts vendors performing contracted services within secured areas; trains new crew members; ensures safety standards are met; shares knowledge, explains duties, and helps others acquire higher skill level.
- Repairs and maintains more complex tools, locking mechanisms, and equipment; maintains service records and monitors meter readings on equipment; assists in scheduling preventive maintenance; monitors inventory and stock requirements; assists in compiling, monitoring, reviewing, verifying operating costs, manpower needs, and budgetary requirements; prepares a variety of reports and maintains records to support data.
- 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 and three (3) years' experience in building maintenance trades to include: electrical, plumbing, and mechanical systems in a commercial setting and three (3) years' experience in HVAC diagnosis and repair with an understanding of inter-operability of building systems are required. One (1) additional 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:**

Vo-Tech or Associate's degree in HVAC, Electrical, Plumbing, or Building Automation and Universal Refrigerant Transition and Recovery Certification or equivalent are 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.