GARRETT COUNTY GOVERNMENT
JOB DESCRIPTION

JOB TITLE: Maintenance Worker III
DEPARTMENT: Public Works
DIVISION: Facilities and Maintenance
REPORTS TO: Facilities & Maintenance Manager
FLSA STATUS: Non-Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

JOB SUMMARY:

This is a skilled technical maintenance position associated with construction and maintenance of buildings, facilities, and other related areas of work. The work encompasses new construction installation and the alteration, relocation, preventive maintenance, and repair to a wide variety of buildings, grounds, pipelines, and electromechanical devices. Employees in this classification may be called upon to assist with preparation of budgets, cost estimates, and specifications for maintenance work. This position requires proficiency in all areas of building maintenance i.e., Plumbing, Electric, HVAC and General Carpentry.
Supervision will be received from the Maintenance Manager. Employees in this classification should have the ability to supervise semi-skilled and unskilled employees in the performance of their assigned duties and shall have the ability to make important decisions in case of emergency or absence of their supervisor.

ESSENTIAL JOB FUNCTIONS (not all inclusive):

- Construct, repair, remove, and replace interior and exterior walls, ceilings, partitions, doors, windows, trim, and related building components.
- Coordinates work and equipment use with other departments and staff to prepare work areas, protect occupied spaces, and complete carpentry and building maintenance projects.
- Measures, lays out, cuts, assembles, and installs framing, blocking, sheathing, subflooring, decking, and other wood or composite components.
- Installs, adjusts, and repairs doors, windows, hardware, cabinets, shelving, counters, and other finish carpentry components.
- Dismantle machines or equipment, replace defective parts and motors, and adjust feed mechanisms.
- Clean and lubricate machine parts such as shafts, pulleys, gears, and bearings. Replace or repair machine belts. Removes dust, dirt, grease, and waste material from machines.
- Paint machines or equipment to prevent corrosion.
- Bend and cut conduit and wire, and drill holes in walls, floors, and ceilings for electrical connections.
- Connect wire to motors, fixtures, and other electrical equipment, replace switches and fuses, splice wire and insulate wire with friction tape.
- Bend, cut, and thread pipe, cut openings in walls, ceilings, and floors for pipes, and seal pipe joints with sealing compound.
- Cut out and join parts for worktables, benches, shelves, and other furnishings.
- Patches or replaces plaster or plaster board and paints walls, ceiling, and trim of building.
- Clear clogged drains and replace plumbing fixtures.
- Perform telecommunications and computer wiring.

- Overseeing projects to completion.
- Clean work area, tools, and equipment.
- Perform other routine duties.
- Perform all duties of a Maintenance Worker II.
- Plan, order, and coordinate mechanical projects within their specialty field.
- Other duties may be assigned.

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.

Education and Experience:

- High School diploma or equivalent
- Three to five years of experience in performing skilled maintenance.
- A comparable amount of training and experience may be substituted for the minimum qualifications.

Knowledge, Skills, and Abilities:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and product safety labels.
- Ability to read mechanical and electrical schematics and building blueprints.
- Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to compute electrical, heating, and plumbing formulas.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Certificates and Licenses:

- Valid driver's license
- Department of Transportation (DOT) Medical Examiner's Certificate
- A state license or equivalent accreditation in one of the following plumbing, electrical, HVAC from a Trade School or learning center is desired.

PHYSICAL DEMANDS AND WORK ENVIROMENT:

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.

- Regularly required to stand, walk, and reach with hands and arms.
- Frequently required to stoop kneel, crouch, or crawl and talk or hear.
- Occasionally required to climb or balance.
- Must regularly lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, color vision, peripheral, depth perception, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently exposed to fumes or airborne particles and outside weather conditions.

- Occasionally exposed to wet and/or humid conditions.
- The noise level in the work environment is usually moderate.