

SUSQUEHANNA COUNTY POSITION DESCRIPTION

TITLE:	Maintenance Specialist
DEPARTMENT:	Maintenance
REPORTS TO:	Director and/or Assistant Director of Public Facilities
SUPERVISES:	None
LOCATION:	County Courthouse (other County facilities as needed)
POSITION STATUS:	Full-Time; Union-Eligible
SALARY:	\$14.50/Hour

GENERAL SUMMARY:

Perform a variety of tasks for the regular care of County property, including but not limited to, cleaning and custodial tasks, general construction and remodeling, general electrical, general plumbing, minor equipment repair, and maintenance of the property to ensure facility is properly maintained according to the County's standards. Incumbent will often perform new tasks under close supervision or receive guidance from other staff members as a means of skill development.

MINIMUM REQUIREMENTS:

Education/Training: High School Diploma or equivalent

Experience/Skills: One year of general work experience in custodial and/or experience performing or assisting with various maintenance tasks, and general preventative and corrective maintenance.

Must have:

- valid Driver's License and be insurable to drive County vehicles
- general skills in plumbing, electrical, and general construction

KNOWLEDGE, SKILL AND ABILITIES:

- Knowledge of basic electric, carpentry, remodeling, heating, plumbing and lawn care.
- Skilled in the use of hand and power tools.
- Ability to operate lawn and snow removal equipment
- Ability to work independently.
- Knowledge of necessary safety precautions.
- Ability to work well with others.
- Ability to work with hired contractors and other professionals as needed.
- Ability to assist with problem solving and/or troubleshooting process for minor mechanical issues
- Ability to recognize when tasks must be performed and taking initiative to do so or notifying Director of Public Facilities of findings.
- Sufficient strength to perform tasks and work in inclement weather
- Must be able to complete tasks in an efficient and timely manner.
- Ability to understand and follow oral and written instructions

DUTIES AND RESPONSIBILITIES:

The following list is not exhaustive. It is intended to be a guide only as to the type of work required:

- General electrical work in and on County properties and grounds.
- Minor construction and/or remodeling of County buildings, including, but not limited to, painting, laying carpet, etc.
- Repair broken furniture, hang and adjust doors and windows as well as other items that need to be repaired or installed.
- General maintenance and repair of buildings.
- Grounds work including mowing lawns, trimming shrubs, removal of snow and ice from steps, sidewalks, and parking lots, etc.
- Repair/maintain County equipment including but not limited to weed eaters, garden tractors and minor vehicle repair.

- Safely operate variety of hand and power tools or other machinery as required.
- Repair and replace lights, light switches and fixtures and change lightbulbs.
- General repairs to plumbing fixtures, faucets, and/or drains.
- Move furniture when necessary.
- Perform custodial duties (recyclables and trash collection from all areas; dusting, mopping, stripping and waxing floors as needed, restock supplies as required or requested, etc.)
- All other duties as assigned or directed by the Department Head.

PHYSICAL/OTHER REQUIREMENTS:

- Work is performed both inside and outside in varying conditions including wet, humid, extreme heat or cold.
- May be required to work overtime or be called back to work to work during off hours for urgent and/or emergency situations (i.e. flooding, snow storms, pipe breaks, etc.)
- May be required to stand, walk, use hands and arms to operate tools and equipment, climb, stoop and lift or carry heavy objects up to 50 pounds.
- May be required to work with arms and hands overhead and at times while on a ladder.
- Noise level in work environment, while typically moderate, may occasionally increase to expose incumbent to higher levels of decibels (i.e. alarms or equipment).
- May be exposed to excessive dust, mold or mildew, fumes or airborne particles, and toxic or caustic chemicals. Will be exposed to cleaning substances.

Special Requirements:

- Must pass the County's pre-employment testing requirements:
 - Background check results: needs to indicate no record of criminal convictions
 - Drug screen results: need to indicate a negative result
- Must be willing to travel as needed. May be required to travel between County owned properties.
- Must comply with all Susquehanna County's Employment Policies and perform work within safety guidelines.

DISCLAIMER:

The above statements are intended to describe the general nature of and level of duties being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required to perform this position.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF MAINTENANCE SPECIALIST, AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Date: _____

Signature Employee

Date: _____

Signature Department Head

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer