

## **WORCESTER COUNTY JOB OPPORTUNITIES**

**DEPARTMENT:** DEPARTMENT OF PUBLIC WORKS - MAINTENANCE  
**JOB TITLE:** BUILDING MAINTENANCE MECHANIC III  
**SALARY/GRADE:** GRADE 20/STEP 5 \$53,165 ANNUALLY/\$25.56 HOURLY  
**APPLICATION PERIOD:** UNTIL FILLED

**JOB SUMMARY:** Under minimal supervision, this position is responsible for performing all maintenance, diagnostic and repair tasks for all County-owned and operated equipment and buildings within budgetary constraints and in compliance with safety policies and procedures of the County. This will include all electrical & HVAC maintenance and repairs. This position reports directly to the Maintenance Supervisor.

**MARYLAND STATE RETIREMENT:** This position will automatically participate in the Maryland State Retirement System. Membership is mandatory for employees that work over 500 budgeted hours in the fiscal year. As a member, 7% of your budgeted annual salary will be calculated, divided by 26 and deducted from your biweekly paycheck and sent to your account at Maryland State Retirement System.

### **GENERAL REQUIREMENTS**

- Drug and Alcohol Testing
- Subject to emergency call-back with little or no notice
- On Call rotation with Building Maintenance Mechanics
- Pre-employment background check and motor vehicle history

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Perform all electrical, mechanical, plumbing, fire alarm, sprinkler system, voice & data work as required to keep all of the county-owned facilities safely functional as required for the occupants and end users.
- This position shall require Assistant/Apprentice registration for HVACR work to be performed under the direct supervision of the County's Master HVACR Journeyman.
- Operate small heavy equipment as required to excavate trenches for duct banks, domestic water lines, sanitary lines, etc. as required to convey utilities and services to, or within, county-owned facilities.
- Performs general administrative duties relative to the operation and maintenance requirements of county-owned facilities.
- Assists in the planning and organizing of building maintenance operations.
- Provides status updates for Work Order Requests via a county-owned personal computer using a county-contracted Internet Maintenance Management System.
- Inventory and order parts to make necessary equipment repairs.
- Prepares and verifies requisitions for materials. Tracks material deliveries and vendor invoices.
- Maintains accurate records of time and materials spent to accomplish repair tasks.
- Monitors preventive maintenance contracts with suppliers and other contractual maintenance activities.
- Works with a team concept to provide general supervision for all building repair requirements. This will include; but is not limited to; developing/implementing/maintaining preventive maintenance schedules.
- Participate in the physical work as necessary to accomplish assigned tasks within the required timeframes.
- Train others to develop the correct preventive maintenance skills to maintain buildings to industry standards.
- Adheres to the Worcester County Government Personnel Rules & Regulations.
- Performs all other duties as required or assigned.

### **QUALIFICATIONS AND SKILLS**

- Graduation from high school or equivalent diploma plus 7+ years of experience in all phases of building operational maintenance/repair with emphasis on electrical and HVAC.
- Must have the ability to use personal computing to work with Microsoft Office products, email messages & applications and the internet for reporting processes.
- Possess and maintain an EPA 608 Universal Technician's Certificate.

- Possess and maintain a Worcester County Electrician General license or equivalent license.
- Possess and maintain a Grade 4 Stationary Engineer's License.
- Able to obtain and maintain a Class B Commercial Driver's License within 1 year of employment.
- Thorough knowledge of the semi-skilled and skilled labor tasks using hand and power operated tools to perform the maintenance/repairs of buildings and their components involving electrical and HVAC.
- Communication (written and verbal) and math skills to independently perform required duties.
- Knowledge of safety requirements and procedures related to building maintenance.
- Ability to read all types of blueprints; including but not limited to; architectural, mechanical, plumbing, electrical, etc.
- Ability to operate computers to perform diagnostic checks and change set points of remotely operated HVAC control systems.
- Ability to complete assigned tasks by established deadlines.
- Valid driver's license and driving record of less than 4 points (MD).
- Ability to follow verbal and written instructions; read street signs; keep records and logs; complete written forms; and to communicate effectively with the public and coworkers.
- Ability to apply acquired knowledge to increasingly varied and complex tasks.

**SAFETY ANALYSIS**

*(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)*

Heavy Work; Constant viewing and lifting over 10lbs; Frequent talking, hearing, carrying, pushing, pulling, lifting and moving of objects over 25lbs; Occasionally over 50lbs. Known hazards include risks associated with impacts, heat, chemicals, and sharp objects. Exposure to potentially hazardous conditions such as, working with electricity and confined space entry (training is provided) as well as adverse weather conditions.