

WORCESTER COUNTY JOB OPPORTUNITIES

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS - MAINTENANCE
JOB TITLE: CARPENTER/ MAINTENANCE WORKER III
SALARY/GRADE: GRADE 11/STEP 1- GRADE 11/STEP 5 - \$14.92-16.49 HOURLY- DEPENDING ON QUALIFICATIONS
APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: Under general supervision, performs semi-skilled and skilled labor work including but not limited to painting, carpentry, general building maintenance, minor electrical; use hand and power operated tools; operate and maintains a variety of small gas powered, electrically driven, and/or hydraulically operated equipment/machinery and associated equipment used by the Department of Public Works.

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 and DOT physical
- Subject to emergency call-back with little or no notice
- Pre-employment background check and motor vehicle history

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Internal and exterior painting of buildings
- Performs various semi-skilled and skilled labor tasks.
- Performs and assists in all general building maintenance.
- Performs carpentry work tasks to construct or repair structures.
- Assemble, repair and relocate furniture as requested.
- Install and repair door hardware to include door closers, panic bar exit devices, hinges, kick plates etc.
- Under the supervision of a Master Electrician, assists as needed with electrical and HVAC work.
- Repairs, maintains and paints buildings and other structures.
- Constructs forms, mixes concrete and finishes surfaces.
- Responds to and updates Work Order Requests provided by Internet Maintenance Management Service.
- Maintains electronic maintenance records & tracking logs.
- Transports crews and/or material to and from jobs.
- Operates a variety of hand and power operated tools such as drills, saws, chain saws, snow removal and excavating equipment.
- Participates in safety related training.
- Knowledge of proper safety procedures and PPE utilization at all times to perform job related duties
- Leads others in performing various tasks when assigned.
- Adhere to the Worcester County Government Personnel Rules & Regulations.
- All other duties assigned.

QUALIFICATIONS AND SKILLS

- High school diploma or GED plus five (5) years of experience in the maintenance/repair of buildings, machinery, equipment, plumbing or an equivalent combination of education & experience.
- Knowledge of semi-skilled and skilled labor tasks using hand and power operated tools to perform painting, carpentry, plumbing, electrical, masonry, welding, metal cutting, maintenance & repair of small equipment.
- Valid driver's license and driving record of less than 4 points (MD).
- Ability to apply acquired knowledge to increasingly varied and complex tasks. Ability to perform duties independently and as part of a team.
- Ability to complete assigned tasks by established deadlines with the ability lead and instruct others.
- 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.
- Ability to perform manual physical labor including frequent walking, bending, stooping, climbing, lifting and carrying heavy objects up to 80 lbs., and the operation of vehicles, tools, and equipment.

SAFETY ANALYSIS

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)
Very Heavy work; Constant viewing and lifting over 20lbs; Frequent talking, hearing, carrying, pushing, pulling, lifting and moving of objects over 50lbs; Occasionally over 80lbs. Known hazards include risks associated with impacts, heat, chemicals, and sharp objects. Adverse, inclement weather conditions, use of power tools and equipment and confined space entry (training is provided).