

Title: Maintenance Worker III
Department: Administration
Division/Office: Facilities Management Office



Grade 2115; Hourly position; Category: Classified; Job Code: MMW3; Rev.:07/01/2021

General Description

The purpose of this position is to perform a variety of skilled maintenance and landscaping work at County owned or controlled buildings and properties. Work requires special skills in a trade such as electrical, carpentry, and plumbing.

This single position class works under general supervision of Facilities Director, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Troubleshoots and performs minor repairs to mechanical and electrical equipment.
- Performs carpentry and plumbing tasks as required.
- Installs and maintains equipment and lights.
- Maintains grounds and landscaping of the County properties.
- Paints the interior and exterior of buildings and equipment.
- Opens and closes County buildings as directed.
- Repairs and cleans sidewalks and other outdoor surfaces.
- Picks-up and/or delivers goods and equipment as required, using the County vehicle.
- Removes ice and snow from sidewalks and other areas.
- Moves furniture and equipment as required.
- Inspects work site for unsafe conditions and report same immediately to supervisor.
- May require some custodial and/or security tasks.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by six (6) years of experience and extensive knowledge of building, HVAC, carpentry, plumbing and/or lawn maintenance work or an equivalent combination of education, training and experience.

Additional Requirements:

Good knowledge of building mechanical systems including computerized HVAC and security systems; extensive knowledge of and skill in the methods and practices of carpentry, plumbing, lawn and grounds care, electrical work, painting, and other trade areas; ability to work with minimal supervision; ability to perform work in a safe and orderly fashion; ability to do manual labor; ability to establish and maintain working relationship with County staff, subordinates, supervisors, and the public; regular and timely attendance; and performance of duties in a safe manner.

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Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Americans with Disabilities Act Requirements:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- May be required to pass standardized examination to determine basic or supervisory knowledge, skills & abilities.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement