

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Administration
Facilities Management Office
Classified, GRADE 7
40 Hour Week

MAINTENANCE WORKER III

GENERAL STATEMENT OF DUTIES: Performs skilled maintenance and operational tasks of a technical nature at County owned or controlled buildings and property; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this single position primarily performs skilled maintenance and landscaping work, but has specialized training in building mechanical and security systems. The work requires special skills in a trade such as electrical, carpentry, and plumbing. Supervision of assigned staff and some custodial and/or security tasks may be required.

ADA 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; 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 arms 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.

EXAMPLE OF WORK: (Illustrative Only)

Troubleshoot and perform minor repairs to mechanical and electrical equipment;
Perform carpentry and plumbing tasks as required;
Install and maintain equipment and lights;
Maintenance of grounds and landscaping of County properties;
Paint the interior and exterior of buildings and equipment;
Train and supervise work of other staff, as directed;
Open and close County buildings as directed;
Repair and clean sidewalks and other outdoor surfaces;
Pick up and/or deliver goods and equipment as required, using a County vehicle;

Move furniture and equipment as required;
Remove ice and snow from sidewalks and other areas;
Inspect work site for unsafe conditions and report same immediately to supervisor;
Perform custodial or security work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: 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.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school course work or G.E.D., with five to ten years of experience in the maintenance of buildings and associated mechanical systems on the skilled trades level and some custodial experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: May be required to pass written examination administered by Kent County Personnel office. Possession and retention of a valid driver license issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. May be required to pass testing of physical strength and agility to qualify for and retain position. 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.

Employee Acknowledgement

Eff. 10/01/07

Rev. 07/01/15

Rev. 07/01/18