

County of Butler Job Description

JOB TITLE: MAINTENANCE REPAIRMAN

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| EXEMPT (Y/N): | JOB CODE: PART-TIME |
| SALARY LEVEL: | SHIFT: ALL SHIFTS |
| DIVISION: FACILITIES & OPERATIONS | LOCATION: ALL/PRISON |
| DEPARTMENT: FACILITIES & OPERATIONS | |
| SUPERVISOR: JOHN CAMPBELL | |
| PREPARED BY: PERSONNEL | DATE: |
| APPROVED BY: | DATE: |

SUMMARY:

The maintenance repairman performs a variety of tasks in the maintenance and repair of buildings and equipment throughout the County of Butler. This position requires work ranging from light to very heavy in physical demand and is semi-skilled and skilled in nature. Work is performed under general supervision; however, many tasks assigned are routine and require little or no supervision.

The employee in this position may be on ON-CALL status via the Butler County Communications Center 24 hrs a day on a schedule 7-day weekly rotation beginning on Monday at 7:00 a.m. On off rotation week this employee will be second call as redundant back up in the event the first on call did not answer. On call duties are for emergency response and repair of the physical plants and properties of Butler County.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Visually inspects and tests machinery and equipment.

Listens for unusual sound from machines or equipment and installs new or repaired parts.

Cleans and lubricates shafts, bearings, gears, and other parts of machinery.

Tests, installs and repairs electrical apparatus and electronic components.

Repairs and maintains physical structure of establishment.

Operates cutting torch or welding equipment to cut or join metal parts.

Repairs counters, benches, partitions, and other wooden structures.

Familiarize themselves and follow any and all Butler County Prison Policies and Procedures.

Each Morning employee must unlock designated offices throughout the County as assigned.

Inspect and record the required H.V.A.C. conditions. Inspect and record as required emergency generator and fire pump; test run operations, elevators, test and inspect.

Inspect and record as required the Fire/Security System Operations.

Employee must be able to identify potential problems and effect cures and obtain the requisitions for needed repairs. Such repairs may include: plumbing repairs, and changing light bulbs, ballasts or switches.

Must have knowledge of proper painting procedures, wall and ceiling repair, proper cleaning procedures, lock and key replacement and proper boiler maintenance technique.

Seasonal grounds maintenance may be required such as grass cutting, trimming, trimming shrubbery and snow removal.

Employee may also act as a building security/fire monitor and must be familiar with security/fire procedures in accordance with the Emergency Preparedness Plan.

Maintaining scheduled service Maintenance

Tearing down, lubricating and rebuilding, cleaning fixtures such as pumps, motors and exhaust fans, cleaning refrigeration coils, inspecting filters, belts, fire extinguishers; and cleaning smoke detectors, lock monitors and repair.

Knowledge of fire systems and B.O.C.A. code requirements.

If a fire/security alarm would sound, the employee must report to the site of the alarm; if it is a false alarm, employee is responsible for answering the alarm and resetting the system in accordance with the Emergency Preparedness Plan.

Employee will be required to perform any and all other related duties as assigned now or in the future pertaining to the maintenance of the buildings, grounds and property of the County of Butler.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER SKILLS AND ABILITIES:

Employee should possess the ability to operate various power tools and equipment and meters in order to diagnose and repair equipment, buildings and fixtures. Employee must possess knowledge of trades language and technical terminology. Knowledge of code requirements pertaining to the job at hand.

SUPERVISORY RESPONSIBILITIES:

May supervise employees as assigned by Director of department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include training employees planning, assigning, and problems to Director.

EDUCATION AND/OR EXPERIENCE:

Associate's degree (A.A.) or equivalent from a two-year college or technical school; plus three years certifiable related experience; or a total of five years certifiable related experience. Employee must have extensive experience in electrical repair work, heating ventilation and air conditioning and plumbing. Employee must have thorough knowledge of carpentry, hardware, painting and boiler maintenance techniques.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to interpret blueprints and schematics.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percents.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Employee is required to possess a current, valid Pennsylvania Driver's License.

Employee must hold current certificate for reclaiming refrigerants.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands vary greatly depending upon the task at hand. In actuality, the employee

must be able to walk, climb stairs, climb scaffolding, climb ladders, balance, stoop, kneel, crouch, crawl and have use of both hands. Good eye sight is needed for visual inspections. Lifting requirements vary from 0 to upwards of 150 pounds. If parts are needed, employee may need to drive to the local vendor for supplies. Unloading parts and supplies from trucks are required. Employee must also be capable of working comfortably and safely at heights.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.