

**POSITION DESCRIPTION
COUNTY OF FULTON, INDIANA**

POSITION: Maintenance Engineer
DEPARTMENT: Maintenance
WORK SCHEDULE: As scheduled
JOB CATEGORY: LTC (Labor, Trades, and Crafts)

DATE WRITTEN: September 2012 **STATUS:** Part-time
DATE REVISED: **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Fulton County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Maintenance Engineer for Fulton County Maintenance Department, responsible for providing maintenance of specified County buildings, grounds, and various cleaning duties.

DUTIES:

Performs maintenance of county building, grounds, and equipment.

Keeps track of maintenance and janitorial supplies and goods.

Performs electrical maintenance work, including repairing switches, motors, and breakers, installing light fixtures and outlets, and changing light bulbs.

Conducts minor air conditioning, heating, and refrigeration repair and preventative maintenance functions.

Performs plumbing repairs and maintenance, including installing toilets, sinks, drinking fountains, and new water lines, cleaning sewers, and repairing doors and locks.

Maintains grounds and landscaping of assigned buildings, including mowing/trimming grass and shrubs, and caring for flowers. Polices grounds for debris and trash, empties exterior ashtrays and trash receptacles, and clears sidewalks.

Moves furniture in county offices/facilities as needed.

Operates various hand and/or power tools in performance of duties, including hammer, screw drivers, wrenches, drills, power saws, air nozzle, and compressor, ratchet, files, broom, mop, and gauges.

Operates various machinery and/or equipment in performance of duties, including snow blower, drill press, and pressure washer.

Maintains flags for buildings and holiday decorations.

Maintains cleanliness of building, including mopping, stripping, waxing, and buffing floor, sanitizing and cleaning restroom facilities and stocking paper supplies, collecting materials to be recycled, and locking/unlocking exterior doors.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED with two (2) years related experience in electrical, plumbing, heating/cooling, carpentry, and general building maintenance, or equivalent combination of education, training, or experience.

Ability to meet all Department hiring requirements, including passage of a drug test and medical exam.

Knowledge of safety procedures and precautions applicable to working with cleaning chemical, and ability to read and understand equipment manuals and labels directions for correctly mixing and using cleaning supplies.

Working knowledge of department practices and procedures, and ability to apply such knowledge to a variety of tasks, processes and operations.

Ability to perform maintenance of county building, grounds, and equipment.

Ability to operate various hand and/or power tools in performance of duties, including hammer, screw drivers, wrenches, drills, power saws, air nozzle, and compressor, ratchet, files, broom, mop, and gauges.

Ability to operate various machinery and/or equipment in performance of duties, including snow blower, drill press, and pressure washer.

Ability to effectively communicate orally and in writing with Maintenance Director, co-workers, other County departments, Elected Officials, contractors, sales personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide access to or maintain confidentiality of department information and records according to state requirements.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to apply knowledge of people and locations, and perform arithmetic calculations.

Ability to read and interpret detailed prints, sketches, and maps.

Ability to physically perform essential duties of the position, including driving, standing, walking, lifting objects over 50 pounds, pushing/pulling, carrying objects, crouching/kneeling, bending at waist, reaching, and handling/grasping/fingering objects.

Ability to occasionally work extended hours, weekends, and/or evenings and occasionally travel out of town to secure parts or service, but not overnight.

Ability to occasionally respond to emergencies on 24-hour basis from off-duty status.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs building maintenance duties according to a flexible, customary routine with direct to occasional supervision. Incumbent receives direct or occasional supervision with assignments guided by definite objective using a variety of methods or procedures, referring to supervisor for unusual matters, such as policy interpretations. Incumbent's work is reviewed through random checks at critical phases and upon completion of specific duties. Incumbent refers concerns/unusual conditions to Maintenance Director as needed, such as misuse of facilities or potentially dangerous equipment.

Incumbent reports directly to Maintenance Director.

III. PHYSICAL EFFORT:

Incumbent's duties often involve physical exertion, such as driving, sitting/walking at will, standing/walking for long periods, lifting objects weighing more than 50 pounds, pushing/pulling, carrying objects, crouching/kneeling, bending at waist, reaching, close/far vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering objects.

V. WORKING CONDITIONS:

Incumbent performs duties outdoors, garage/shop, and office building and is exposed to normal hazards associated with building and ground maintenance, including working in extreme hot or cold temperatures, in wet/icy surroundings, with or near fumes, odors, dust, and dirt, in a noisy environment, such as boilers, running blower, or lawn mower, in high places, such as ladders, roofs, or bucket truck, near chemicals, and in confined areas. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent occasionally works extended hours, weekends, and/or evenings and occasionally travels out of town to secure parts or service, but not overnight. Incumbent occasionally responds to emergencies on 24-hour basis from off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Maintenance Director for the Maintenance Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature Date

Print or Type Name