# Lead Maintenance Mechanic

**Grade: 5**

**FLSA: Non-Exempt**

**Date: 10/00**

**Job Summary:** Performs wide variety skilled tasks including carpentry, painting, electrical work at a journeyman level or higher, plumbing, locksmithing, heating/refrigeration, and masonry to facilitate the maintenance and repair of County buildings; routinely inspects mechanical equipment; performs other duties as assigned.

**Essential Functions:**

1. Maintains and repairs County buildings and the associated equipment and systems;
2. Performs preventative maintenance and inspection on mechanical equipment; and a working background in the electrical field is required;
3. May:
* repair and maintain high security electro-mechanical locks;
* check and repair electrical systems including motors and building control panels;
* repair plumbing, water and sewer systems, pumps, valves, and controls;
* fabricate and weld steel, stainless steel, and aluminum building structures;
* troubleshoot and repair commercial appliances, washers, dryers, and kitchen equipment;
* maintain and makes minor repairs to refrigeration, heating, and cooling systems;
* repair, replace, install, and/or refinish flooring, door screens, partitions, desks, related hardware fixtures, and other equipment;
* paint/waterproof walls and other building surfaces;
* move furniture when necessary;
* operate a County vehicle;
* order and keep stock of materials used;

4. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Knowledge of mechanical maintenance procedures, including, but not limited to electrical work at the journeyman level or higher, carpentry, painting, plumbing, locksmithing, welding, heating/refrigeration, and masonry;
3. Ability to effectively communicate with other staff and members of the public;
4. Ability to prioritize tasks in order of importance and urgency;
5. Ability to operate a motor vehicle;
6. Ability to possess a valid Maryland drivers license;
7. Basic math skills.

**Education and Experience:**

1. High school diploma or G.E.D.;
2. Four years or more of related experience, with at least two year’s experience as a journeyman electrician or higher;
3. Or equivalent technical training, education, and/or experience.
4. May be required to provide on-call emergency services.

**Additional Information:**

1. Must successfully complete a pre-employment physical to determine ability to perform job-related functions;
2. Pass an extensive background investigation;

3. Valid Maryland Drivers license;

**Physical and Environmental Conditions:**

Work demands occasional strenuous effort. For example, handling of moderately heavy boxes, moderately heavy tools, equipment, or materials of 30 to 120 pounds.

Work may involve risks or discomforts which require special safety precautions, e.g., working around moving parts, constructions sites or machines. Employees may be required to use protective gear such as boots and gloves; ability to climb ladders, work in and around manholes and work on construction sites, may require working in adverse weather conditions.

*Note: Selected candidate must successfully complete a pre-employment physical examination to determine* *their ability to perform job-related activities.*

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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Department Head Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date