**Maintenance Mechanic**

**Grade: 4**

**FLSA: Non-Exempt**

**Date: 04/23**

**Job Summary:** Performs a wide variety of tasks including carpentry, painting, electrical work, roofing, plumbing and heating to facilitate the maintenance and repair of County buildings; performs other duties as assigned.

**Essential Functions:**

1. Maintains and repairs County buildings;
2. Preferably a background in maintenance and repairs of commercial facilities in the trades of carpentry, painting, minor electrical, minor plumbing and HVAC filter changing.
3. May:

* perform carpentry repairs, replace hardware, fixtures, and equipment;
* repair and replace plumbing fixtures; clean traps; snake sewer lines;
* inspect, maintain, and perform minor repairs on the heating and cooling systems;
* inspect and make minor electrical repairs; assist electrician;
* perform preventative maintenance and inspection of mechanical equipment;
* operate a County vehicle;
* assist with snow removal

1. Performs other duties as assigned.

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

1. Ability to gain working knowledge of St. Mary’s County Government policies and procedures;
2. Ability to effectively communicate with other staff and members of the public;
3. Ability to prioritize tasks in order of importance and urgency;
4. Ability to operate a motor vehicle;
5. Ability to possess a valid Maryland drivers license;
6. Ability to operate computers, smart phones and tablets as needed;
7. Basic knowledge of mechanical work, electrical work, carpentry, painting, plumbing,

HVAC and masonry.

**Education and Experience:**

1. High school diploma or G.E.D.;
2. Three years or more of related experience;
3. Or equivalent technical training, education, and/or experience.

**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. May be required to provide on-call emergency services.

**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 100 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.

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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HR Representative Date

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

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Employee’s Name Date