

Millard County

Job Description

Title: Maintenance Specialist I
Classification: Full-Time, Non-Exempt

Department: West Maintenance
Date Written: 10/07
Reviewed: January 2021

GENERAL PURPOSE

Performs a variety of **entry level semi-skilled duties** related to the construction, installation, maintenance, upkeep and repair of County buildings, recreation facilities, parks, grounds, swimming pool, and related facilities. May be assigned to specific facilities such as the park facilities/ballfields.

SUPERVISION RECEIVED

Works under the general supervision of the Maintenance Superintendent while in training or on a project-by-project basis.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Help with preventative maintenance schedules, including electrical systems, water quality, heating, ventilation, air conditioning, water heating systems; performs technical maintenance on chemical feeders, air compressors, oil filters pneumatic controls, various belts and drive mechanisms, building electrical and lighting devices, plumbing fixtures.

Fabricates various parts and alterations to assure greater efficiency in both the mechanical and operational systems; monitors and maintains various water flow and treatment processes to assure proper water temperature, circulation, chlorination, pH levels and other chemicals.

Performs various structural maintenance duties; performs general masonry, carpentry, electrical, mechanical, roofing, tile work, windows and doors, walks, welding; install structural components as needed.

Performs working level skilled duties as needed to maintain playing fields, parks, fair grounds, swimming pool, and other related facilities; operates various hand and power tools.

Performs the watering, mowing and maintenance of parks and ball fields; help with the fertilizing, planting, aerating, spraying and other maintenance items.

Trained to operate mowers, edgers, trenchers, backhoe, tractors, aerators and other equipment as needed. Inspect equipment before using, check all fluids levels, grease, tires and general upkeep of the equipment.

Perform Maintenance on sprinkler systems, heads, piping, wiring and clocks; service pumps and motors, electrical circuits; help with the water schedule, moisture testing and soil testing.

Perform maintenance on all equipment, tunes up motors, replace worn parts, rebuild engines, clean and paint equipment; help maintain all equipment.

Performs various duties related to special events, setting up and taking down panels, stage, dividers, bleachers, sound system, tables, chairs and other related projects; help clean up after events, clean stalls, parking lots, buildings and other related items.

Provide assistance and backup to maintenance superintendent for the maintenance and upkeep of all county facilities and equipment.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. High School Diploma and Sufficient education and experience to demonstrate an aptitude or ability to perform above and related duties;

AND

B. No experience necessary.

2. Knowledge, Skills, and Abilities:

Some knowledge of maintenance equipment such as backhoe, loader, dump truck, mowers, tractor, aerators, welder, trimmers, etc.; landscape and sprinkler system installation; of hazards and related safety precautions associated with equipment operations; interpersonal communication skills.

Semi-Skilled in the operation of various types of equipment such as a lawn mower, loaders, tractors, hand tools; basic mechanics, electrical, plumbing, carpentry, welding.

3. Special Qualifications:

None

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Daily exposure to weather extremes and seasonal conditions. Common eye, hand, finger dexterity exists. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Frequent local travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I, _____ have reviewed the above job description. Date: _____
Employee Name