

MAINTENANCE MECHANIC II

GRADE 24

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs responsible skilled work in the repair and maintenance of county and school facilities and equipment; does related work as required. Work is performed under regular supervision. Limited supervision may be exercised over assigned personnel. Position is considered essential personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Main duties can include but are not limited to; maintaining and making repairs to roofs, masonry, woodwork, and furnishings of buildings and similar structures.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Inspects and performs preventative maintenance for county and school facilities.
- Performs responsible work painting and making structural repairs to roofs, masonry, woodwork, and furnishings of buildings and similar structures.
- Reviews renovation and construction plans.
- Operates hand, power and trade tools necessary for assigned tasks.
- Calculates materials needed for jobs; maintains time and work order logs.
- Prioritizes and completes work orders.
- Utilizes the necessary tools and materials needed to complete assigned tasks.
- Assists with snow removal and ice control.
- May be required to work outside normal work hours in on-call or emergency situations.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the methods, materials, tools and equipment used in general building maintenance work with thorough knowledge of methods, tools, and equipment of one of the standard building trades; general knowledge of the safe use and operation and preventive maintenance of electrical and mechanical equipment required in the work; skill in the use of equipment to which assigned; ability to perform manual labor for extended periods; ability to follow instructions both verbally and written; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school, or course work at a vocational school or community college in building trades or a related field; at least 4 years of experience in building maintenance and repair work required.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date _____	Name _____
	Signature _____
Date _____	Supervisor _____
	Signature _____

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