



COUNTY OF YORK JOB DESCRIPTION
Facilities Maintenance Mechanic II
Public Works
Facility Maintenance

Human Resources Department
224 Ballard Street
Yorktown, Va. 23690
Phone: 757-890-3687
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GENERAL STATEMENT OF JOB

Performs skilled work in the construction, maintenance and repair Of County buildings, grounds and facilities. May be a Master level technician in a particular field as well as possess multiple Journeyman's level skills while primarily performing any specialty work as needed. In addition, performs general carpentry duties including framing of walls, building cabinets, countertops, and installing shelving, etc. Additional responsibilities may include making keys, repairing and installing lock system components. Performs roof inspections, makes minor roofing repairs. Assists with electrical, plumbing, heating, and air conditioning installations and repairs, as well as assist with Signage installations. Plans and estimates time and materials for various jobs and projects. Work is performed under limited supervision.

DISTINGUISHING FEATURES OF THE POSITION

More than 50% of the incumbent's work time is spent on highly skilled trades work considered to be at the master level, or a combination of other master level work in other skilled craft areas such as carpentry, plumbing, locksmith or assisting any other facilities trades as necessary.

Incumbent must be available to respond to calls for service after normal working hours on a rotational basis. This position is considered an essential position which requires the individual to report to work during inclement and extreme weather conditions

ESSENTIAL JOB FUNCTIONS

Job responsibilities may include any of the following, depending on the incumbent's functional assignment. This is not meant to be an exhaustive, or exclusive, list of job functions, but a representative sample of the type and level of work that is expected in this position.

Performs highly skilled work in area of specialty, and in addition may perform the following:

General carpentry framing and trade work in the construction, renovation, repair or alteration of buildings, floors, roofs, skylights, vents, stairways, partitions, doors, windows and screens; builds or repairs partitions, shelving, cabinets, book cases, desk tops, countertops, etc.; plans and builds decks.

Estimates time and material needed for completion.

Repairs and builds walls, including hanging, finishing and painting sheetrock and other various surfaces. , Installs and repairs dropped ceilings systems, doors, and door related hardware, windows and other facility components and Structures.

Installs and repairs flooring such as VCT tile, ceramic tile, sheet goods, padding and carpeting.

Builds forms, pours and finishes concrete. Plans, estimates and constructs brick and block structures.

Installs siding, including aluminum and vinyl; builds and installs sign posts, guardrails and gates; constructs playground equipment, basketball courts, volleyball courts, etc.; installs a variety of fences.

Installs electrical and telephone conduits; performs minor electrical, plumbing and air conditioning repairs and assists other support trades as necessary.

Hangs pictures, assembles, refinishes, and repairs furniture.

Picks up materials as needed.

Performs preventive maintenance on a variety of hand, power, and pneumatic tools; repairs small appliances and hand tools.

Makes keys, installs and repairs locks and related security system components. Installs and repairs doors, windows and related hardware and components.

ADDITIONAL JOB FUNCTIONS

Assists other trade workers, as assigned and performs other related work as required.

Sets up for special events. Sets up County-owned equipment for special events as assigned. Performs other special support work for special events as assigned.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of one or more of the commonly accepted skill trades areas such as carpentry, electrical, plumbing, or HVAC.

Thorough knowledge of multiple trades common terminology, tools, and practices.

Thorough knowledge of safety procedures and precautions related to skilled craft work.

Thorough knowledge of the use and characteristics of common building materials.

Some knowledge of the maintenance and repair of electrical, plumbing, and air conditioning systems.

Basic knowledge of lock-smithing as it relates to the Counties security system and related components.

Skill in the use of carpentry, as well as a variety of other hand and power tools used in installing carpets, tile, and other flooring, as well as tools used in hanging and finishing sheetrock, and installing different types of siding.

Ability to plan for, and estimate time and materials needed for various jobs.

Basic knowledge and use of networked and portable computers. To include software such as Microsoft Outlook, Microsoft Office, asset management and security software programs.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school, and 6 years of journey level experience in construction and/or building maintenance. Successful completion of a 4 year accredited Facilities Maintenance trade related apprentice program and/or a class B or C contractors' license is preferred.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the Commonwealth of Virginia.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including mechanics' tools, carpenters' tools, electrical tools, plumbing tools, etc. Must be able to operate a motor vehicle. Requires frequent lifting of materials between 50 and 100 pounds. Involves continual standing and walking, as well as occasional sitting while driving and while working in the office.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisor.

Language Ability: Requires the ability to read work orders, blue prints, schematics, manuals, etc. Requires the ability to prepare requisitions, charts and records, according to prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra.

Form/Spatial Aptitude: Requires the ability to visualize physical structures; to visualize how to divide complex-shaped patterns into sections.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand and power tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand and power tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and hear.