

PLEASE POST !!!

**OPEN POSITION**

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**14 BUILDING MAINTENANCE MECHANIC SR. - MAINTENANCE**  
**\$18.6963/hr. – 35 HRS/WK.**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 1/12/2022

REMOVE: 1/19/2022

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:** **BUILDING MAINTENANCE MECHANIC,**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform skilled, semi-skilled, and manual work functions associated with maintenance of county courthouse and administrative center equipment and systems.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Performs skilled, semi-skilled, and manual work functions involving heating and air conditioning, electrical, plumbing, and general building maintenance projects involving county courthouse and administrative center equipment and systems.

Ensures that operation, repair, and maintenance of buildings, equipment, and systems are in compliance with applicable laws and regulations.

Performs various heating/air conditioning tasks such as monitoring equipment operations, servicing/maintaining heating, ventilation and air conditioning systems, troubleshooting refrigeration problems, repairing/maintaining heat pumps, repairing boilers, maintaining high pressure/high temperature storage tanks, maintaining/repairing circulating pumps, repairing chillers, recharging heat pumps, reclaiming/recovering Freon, cleaning condenser coils, and cleaning/replacing filters.

Performs various plumbing tasks such as monitoring sprinkler systems, installing/repairing plumbing fixtures, maintaining pneumatic controls/valves, clearing water/sewer lines and drains, installing/repairing pipes, and repairing plumbing leaks.

Performs various electrical tasks such as monitoring electrical loads, troubleshooting electrical problems, repairing emergency generators, installing/repairing electrical circuits, installing electrical receptacles and switches, replacing breakers, wiring electrical devices, and replacing light bulbs and ballasts.

Performs various general/manual work tasks associated with department projects, which may include installing appliances and equipment, starting up and shutting down equipment, installing/repairing locks/hardware, repairing crash bars and automatic doors, painting equipment/work areas, moving furniture, installing shelving, hanging items on walls, climbing ladders, digging holes/ditches, shoveling snow/salt, and lifting/moving heavy materials.

Operates a variety of machinery, equipment, and tools associated with department projects, which may include a utility vehicle, air conditioner, heater, solar system, air handling unit, boiler, cooling tower, generator, pump, air compressor, fire alarm system, sprinkler system, Freon recovery machine, power tube puncher, power drain opener, powder-activated nail/stud driver, drill, drill press, leak detector, charging cylinder, circuit detector, torch, gauges, meters, saw, shovel, refrigeration tools, plumbing tools, electrician tools, mechanic tools, diagnostic instruments, and voting machines.

Tests machinery and equipment for proper operations; detects hazards and makes adjustments, repairs or replacements as appropriate.

Transports, loads and unloads various equipment and materials used in projects.

Performs general maintenance tasks necessary to keep machinery, equipment and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, replacing parts, greasing equipment, washing/cleaning equipment, and cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

Assists in monitoring inventory levels of departmental equipment and supplies; initiates requests for new or replacement materials.

Assists with emergency evacuations as needed.

Prepares or completes various forms, reports, correspondence, logs, and other documents.

Receives various forms, reports, correspondence, invoices, packing slips, logs, charts, equipment readings, diagrams, architectural drawings, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, energy management, or other software programs.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, officials, vendors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; attends workshops and training sessions as appropriate.

## **ADDITIONAL FUNCTIONS**

Serves as chief voting machine custodian for the county; removes prior election ballots from voting machines; reprograms current election ballots into machines.

Conducts various errands as needed, which may include picking up materials from local suppliers.

Provides assistance or coverage to other employees as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by vocational/technical training in HVAC, refrigeration, plumbing, or electricity; supplemented by one (1) year previous experience and/or training involving HVAC, refrigeration, plumbing, and electricity; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid EPA Universal Refrigerant Transition & Recovery Certification. Must possess and maintain a valid Pennsylvania driver's license.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, pathogenic substances, fire, burns, frostbite, or ladder falls.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.