

**JOB DESCRIPTION**  
**MARSHALL COUNTY, ALABAMA**

**ADVANCED MAINTENANCE TECHNICIAN**

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**JOB GRADE: 13**

**JOB CODE: 526**

Department: Maintenance  
Reports To: Chief Maintenance Supervisor  
Date: August 2015  
FLSA: Non-Exempt  
DOT Ref: 899.381-010, 899.684-046

**JOB DESCRIPTION**

Performs routine and emergency maintenance and repairs on County buildings while using a variety of hand and power tools. Performs a wide variety of activities such as electrical, carpentry, painting, plumbing work and heating, ventilating and air conditioning work. Layout and design work routine electrical, carpentry, painting, plumbing, and HVAC work and troubleshoot and maintain HVAC control systems.

**ESSENTIAL JOB FUNCTIONS**

- A. Perform a wide variety of building maintenance tasks involving plumbing, electrical, and carpentry tasks including HVAC maintenance and operation:
1. Perform routine repairs to electrical systems in county buildings such as replacing electrical motors, testing equipment with Multi-Meters, repairing and replacing defective breakers, wires, and receptacles.
  2. Perform emergency mechanical, plumbing, and electrical repairs as needed.
  3. Respond to work orders by performing such repairs as requested and complete work order form indicating actions taken.
  4. Repair kitchen and laundry equipment.
  5. Paint and replace ceiling tiles and grid when warranted.
  6. Hang and finish sheet rock, paneling and doors.
  7. Clear clogged drains, replace washers and faucets as needed.
  8. Assist with special projects as assigned by Chief Maintenance Supervisor.
  9. Adhere to safety and fire prevention rules and report any unsafe conditions to supervisor immediately.
  10. Make routine and emergency repairs to HVAC systems and related controls.
  11. Upgrade control systems to maintain and increase energy efficiency of systems.
  12. Perform minor layout and installation work of new or revised systems.
  13. Repair and service air conditioners in county vehicles.
  14. Maintain inventory of spare parts and equipment necessary for making routine repairs of systems in county buildings.
- B. Performs new construction tasks involving plumbing, electrical, hvac, dry wall, etc.:
1. Construct new structures as designed and instructed whether it be free standing or an addition to an existing facility.
  2. Perform all duties as part of new construction (includes but not limited to roofing, plaster & sheetrock installation, masonry, electrical wiring, parking lot striping, hvac, floor installation, cabinetry, welding, etc.)
- C. Participate in preventive maintenance program:
1. Perform routine inspections and equipment checks as directed.

**ESSENTIAL JOB FUNCTIONS (Continued)**

2. Check and services motors, and replace air filters as needed.
  3. Maintain records of repairs and preventative maintenance performed on equipment.
  4. Assist in establishing and placing preventive maintenance programs into operation.
  5. Monitor preventive maintenance programs to insure that goals are met.
- D. Serve as part of the first responder crew during a community disaster:
1. Brush and tree removal.
  2. Trash and debris removal.
  3. Perform all other storm recovery duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of basic principles of building maintenance, including standard practices and methods of electricity, plumbing, carpentry, drywall and painting and HVAC.
- Knowledge of electrical systems, plumbing practice and HVAC systems.
- Knowledge of materials and equipment necessary for maintaining county facilities.
- Knowledge of safety rules, including accident causation and prevention.
- Knowledge of county and departmental policies, procedures, ordinances, regulations and rules.
- Knowledge of tools and equipment used in building maintenance.
- Knowledge of new construction skills and techniques.
- Ability to operate heavy equipment.
- Ability to complete work order forms and equipment performance reports.
- Ability to understand mechanical reports, blueprints, and wiring diagrams.
- Ability to communicate orally with co-workers, supervisor, and contractors.
- Ability to inspect, diagnose problems, and complete repairs in a timely and effective manner.
- Ability to understand and carry out oral and written instructions.
- Ability to prepare simple plumbing and electrical layouts.
- Ability to revise and upgrade control systems to enhance overall operation and efficiency.
- Ability to maintain inventory of materials, spare parts, and equipment commonly used in maintenance and repair of county buildings.
- Ability to set up and climb ladders.
- Physical Capacity to lift and/or move equipment such as desks, filing cabinets, etc.

**MINIMUM QUALIFICATIONS**

- Graduation from a standard senior high School or G.E.D. certificate required.
- Ability to read and write in English and read building plans, specifications and blueprints plus two (2) years of building maintenance work which includes electrical, plumbing, and carpentry or an equivalent combination of education and experience.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.
- Must possess a Universal Refrigeration Technician Certificate. Individuals hired without this certificate must obtain it within 90 days following hire date.

**This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.**