

COLBERT COUNTY

JOB DESCRIPTION

*Approved
11/01/24
RJC*

Job title: County Maintenance Technician I

Department: Maintenance

Job Description Prepared: September, 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

RELATIONSHIPS

Reports to: Maintenance Foreman

Subordinate Staff: None

Other Internal Contacts: Other County Departments

External Contacts: General Public

JOB SUMMARY

Under the direction of the maintenance foreman, the employee is responsible for the repair and maintenance of county buildings and fixtures. Performs electrical, plumbing, carpentry and heating and air conditioning repairs and other general maintenance tasks.

JOB DOMAINS

A. Repairs and Maintenance

1. Unstops plumbing; runs drain lines and uses chemical compounds.
2. Fixes leaks in sinks and toilets, etc.
3. Replaces plumbing parts
4. Uses iron cutters to replace cast iron pipes (sewage pipes).

5. Uses welding torch to solder copper pipes.
6. Digs ditches for underground pipes.
7. Repairs or replaces broken light switches and plugs.
8. Replaces faulty breakers in service box.
9. Runs new electrical services including 110 plugs for new equipment and power and cable to new computers.
10. Performs minor repairs on freezers, refrigerators, icemakers, stoves and dishwashers.
11. Changes filters and belts on appliances and heating and air conditioning.
12. Repairs telephones and replaces cords.
13. Maintains surveillance cameras in jail.
14. Paints buildings and park benches.
15. Operates bucket truck to paint exterior signs.
16. Performs carpentry work; repairs windows and doors and builds shelves.
17. Mixes cement to build concrete block walls, repair sidewalks.
18. Uses a variety of tools; i.e. wheelbarrow, shovel, hammer, electric saw, locks.

B. Miscellaneous

1. Moves dividers for voting tables.
2. Drives and maintains a tool van and truck; changes oil, brake pads, fuel and keeps mileage records on oil changes.
3. Strips, refinishes and repairs furniture.
4. Performs general landscaping and grounds maintenance.
5. Operates a chain saw to cut and trim trees.

KNOWLEDGE, SKILLS AND ABILITIES

(*Can be acquired on the job)

1. Knowledge of building and appliance repair and maintenance including working knowledge of plumbing, carpentry, heating and cooling systems and general landscaping and grounds keeping.
2. Knowledge of the operation and maintenance of electric equipment.
3. Knowledge of basic carpentry including furniture repair and refinishing.
4. Reading skills to read instructions, technical materials, blue prints and schematics.
5. Writing skills to make out work related forms neatly and clearly.

6. Basic math skills to estimate amount of paint and perform carpentry work, etc.
7. Ability to operate various tools related to work duties.
8. Ability to communicate effectively with co-workers, supervisors and the general public.

Other Characteristics

1. Possess some experience in general building and equipment maintenance and repair with some specialized related course work preferred; however, any combination of education and experience which provides the qualifications listed above will be considered.
2. Ability to work overtime when needed.
3. Posses a valid Alabama driver's license.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, crates, or machines; with contagious diseases or irritant chemical, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Approvals

Name	Title	Date
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Name	Title	Date
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