

## FAIRFIELD COUNTY

JOB TITLE: MAINTENANCE HELPER  
BUILDING MAINTENANCEGENERAL STATEMENT OF JOB

Under supervision of a Maintenance Technician, performs a variety of building maintenance and repair duties in such areas as HVAC, plumbing, electrical, construction, painting, etc. Reports to the Director of Maintenance.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

Performs a variety of building maintenance and repair duties, ensuring that all work is done in accordance with standards and specifications as required by law or policy.

Performs electrical installations and repairs including such activities as installing and repairing light fixtures, switches, receptacles, fuses, and circuit breakers.

Maintains and repairs heating and air conditioning systems.

Performs installations and repairs of plumbing systems.

Performs general construction duties including carpentry, painting, plastering, concrete finishing, etc.

Performs sheet metal work as required.

Performs servicing and repair of voting machines.

Performs pest control functions.

Completes required records or logs including mileage sheets, time sheets, vehicle maintenance log, purchase orders, requisitions, etc.

Directs and oversees the activities of inmates as required.

Utilizes and/or maintains an assortment of types of machinery and equipment in the performance of daily tasks including carpenter's/mechanic's/plumbing/electrician's tools, cleaning equipment and supplies, landscaping equipment, etc.

ADDITIONAL JOB FUNCTIONS

Assists with general cleaning of buildings and maintaining of grounds.

Sets up rooms for meetings as directed.

Transports supplies from vendors as required.

Washes and maintains County vehicles and equipment in good operational condition.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma with vocational/technical school training in HVAC, plumbing, or other building trade and practical training and experience in performing general maintenance and repair activities; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Must possess a valid SC driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a motor vehicle as well as a variety of types of maintenance and repair equipment. Must be physically able to exert up to seventy-five pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work; work requires constant standing, walking, reaching, stooping, kneeling, climbing, or crouching. Must be able to lift and/or carry weights of approximately one hundred fifty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to 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 the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read work orders and other documents. Requires the ability to complete various records and logs such as vehicle maintenance report, work request, requisitions, etc. using the proper format. Requires the ability to communicate and interact with co-workers, other County personnel, etc.

Intelligence: Requires the ability to apply principles of rational systems such as electrical, plumbing, HVAC, carpentry, etc., in order to solve 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 and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine time and weight; utilize decimals and compute percentages; and apply algebraic and geometric principles.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing HVAC, plumbing, electrical, and other maintenance equipment. Must be able to operate a motor vehicle.

Manual Dexterity: Requires the ability to handle a variety of items, maintenance equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

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

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

### PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, practices, and procedures of general maintenance and repair as they pertain to the performance of duties of the position. Knows of industry standards and codes and is able to implement such into the daily completion of projects. Has the mathematical ability to handle required calculations. Has the ability to complete daily activities within assigned time frames. Is able to follow oral and written instructions in order to complete required tasks. Is knowledgeable in the methods and materials used in the construction, repair and maintenance of buildings and related structures. Is knowledgeable in the safe operational procedures in the use of equipment, machines, tools, and toxic agents. Has the ability to perform required duties and responsibilities in adverse weather conditions such as heat, cold, wetness, and humidity; and in the presence of potentially dangerous dusts, odors, toxic agents, noise, smoke, explosives, and electrical currents. Possesses comprehensive knowledge of trade terminology and principles. Has knowledge of the chemicals used in operations in order to promote safe and effective handling and use of such agents. Is able to apply common sense understanding to perform tasks in a safe, effective, and timely manner. Has the ability to use independent judgment in routine situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all County departments and divisions, co-workers and the public.

Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the County.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, County policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.