

POSITION DESCRIPTION

Title: Building Maintenance Engineer II
Department: Building Maintenance
Job Analysis: Feb 2001, Sept 2011, Sept 2014, Sept 2017, Oct 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification 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: Building Maintenance Supervisor (or Facilities Maintenance Coordinator)
Subordinate Staff: None
Internal Contacts: All County Departments
External Contacts: Contractors, Building Material Suppliers
Status: Classified/Non-Exempt (J)

Job Summary

Under the direction of Building Maintenance Supervisor; makes repairs on plumbing, heating, cooling and electrical systems. Performs carpentry work when requested. Performs emergency mechanical repairs as needed. Orders supplies required by building maintenance. Inspects environmental systems.

Job Domains

A. Equipment Maintenance

1. Make repairs on the plumbing systems in all county buildings.
2. Make repairs to the electrical systems in all county buildings.
3. Maintain air condition systems, water coolers, refrigerators, and freezers in all county buildings.
4. Maintain heating systems and water heaters in county buildings.
5. Perform carpentry work for various projects as necessary.
6. Perform welding repairs on equipment as necessary.
7. Inspect plumbing, heating, cooling and electrical systems.
8. Perform other maintenance as required.

B. Operations Management

1. Report to supervisor on progress of repair tasks.

Knowledge, Skills, and Abilities

1. Skills to communicate with supervisor, subcontractors, and co-workers.
2. Math skills to take accurate measurements and perform multiplication and division.
3. Skills to complete order forms and progress reports accurately.
4. Skills to understand mechanical reports, blueprints, and wiring diagrams.
5. Knowledge of plumbing, heating, air conditioning and electrical systems.
6. Knowledge of materials and quantities necessary for maintaining county buildings.
7. Ability to inspect, diagnose problems, and complete repairs in a timely and effective manner.
8. Knowledge of basic carpentry.

Other Characteristics

1. Willingness to provide own hand tools.
2. Willingness to work non-standard hours.

Minimum Requirements

1. Possess a valid driver's license.
2. Minimum of three (3) years experience in building maintenance field.

POSITION DESCRIPTION

Title: Building Maintenance Engineer III
Department: Building Maintenance
Job Analysis: February 2001, September 2011, September 2014, Oct 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification 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: Building Maintenance Supervisor (or Facilities Maintenance Coordinator)
Subordinate Staff: None
Internal Contacts: All County Departments
External Contacts: Contractors, Building Material Suppliers, General Public
Status: Classified/Non-Exempt (K)

Job Summary

Under the direction of the Building Maintenance Supervisor, maintain and repair on plumbing, heating, cooling, electrical systems and carpentry work as required. Performs emergency mechanical repairs as needed. Orders supplies required for building maintenance. Schedules repairs to be done within budget constraints. Inspects environmental systems.

Job Domains

A. Equipment Maintenance

1. Responsible for repairs on the plumbing systems in all county buildings.
2. Repairs to the electrical systems in all county buildings.
3. Maintain air condition systems, water coolers, refrigerators, and freezers in all county buildings.
4. Maintain heating systems and water heaters in county buildings.
5. Supervise and perform carpentry work for various projects as necessary.
6. Perform welding repairs on equipment as necessary.
7. Inspect plumbing, heating, cooling and electrical systems.
8. Perform other maintenance as required.

B. Operations Management

1. Inspect work done by subcontractors as necessary.
2. Coordinate the work done by subcontractors and staff.
3. Order supplies required for building maintenance.
4. Schedule repairs to be completed on a daily basis within budget constraints.
5. Report to supervisor on progress of repair tasks.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Skills to communicate with supervisor, subcontractors, and co-workers.
2. Math skills to take accurate measurements and perform multiplication and division.
3. Skills to complete order forms and progress reports accurately.
4. Skills to understand mechanical reports, blueprints, and wiring diagrams.
5. Knowledge of plumbing, heating, air conditioning and electrical systems.
6. Knowledge of materials and quantities necessary for maintaining county buildings.
7. Knowledge of maintenance materials.
8. Ability to inspect, diagnose problems, and complete repairs in a timely and effective manner.
9. Knowledge of basic carpentry.

Other Characteristics

1. Willingness to provide own hand tools.
2. Willingness to work non-standard hours.

Minimum Requirements

1. Possess a valid driver's license.
2. Minimum of six (6) years experience in building maintenance field.

POSITION DESCRIPTION

Title: Building Maintenance Engineer IV

Department: Building Maintenance

Job Analysis: February 2001, September 2011, September 2014, Oct 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification 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: Building Maintenance Supervisor (or Facilities Maintenance Coordinator)

Subordinate Staff: None

Internal Contacts: All County Departments

External Contacts: Contractors, Building Material Suppliers, General Public

Status: Classified/Non-Exempt (L)

Job Summary

Under the direction of the Building Maintenance Supervisor, supervises and directs repairs on plumbing, heating, cooling and electrical systems. Supervises carpentry work as required. Inspects work done by subcontractors. Performs emergency mechanical repairs as needed. Orders supplies required for building maintenance. Schedules repairs to be done within budget constraints. Inspects environmental systems. Supervises, directs and inspects all repairs and installations as directed.

Job Domains

A. Equipment Maintenance

1. Responsible for repairs on the plumbing systems in all county buildings.
2. Repairs to the electrical systems in all county buildings.
3. Maintain air condition systems, water coolers, refrigerators, and freezers in all county buildings.
4. Maintain heating systems and water heaters in county buildings.
5. Supervise and perform carpentry work for various projects as necessary.
6. Perform welding repairs on equipment as necessary.
7. Inspect plumbing, heating, cooling and electrical systems.

8. Perform other maintenance as required.

B. Operations Management

1. Inspect work done by subcontractors as necessary.
2. Coordinate the work done by subcontractors and staff.
3. Order supplies required for building maintenance.
4. Schedule repairs to be completed on a daily basis within budget constraints.
5. Report to supervisor on progress of repair tasks.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Skills to communicate with supervisor, subcontractors, and co-workers.
2. Math skills to take accurate measurements and perform multiplication and division.
3. Skills to complete order forms and progress reports accurately.
4. Skills to understand mechanical reports, blueprints, and wiring diagrams.
5. Knowledge of plumbing, heating, air conditioning and electrical systems.
6. Knowledge of materials and quantities necessary for maintaining county buildings.
7. Knowledge of maintenance materials.
8. Ability to inspect, diagnose problems, and complete repairs in a timely and effective manner.
9. Knowledge of basic carpentry.

Other Characteristics

1. Willingness to provide own hand tools.
2. Willingness to work non-standard hours.

Minimum Requirements

1. Possess a valid driver's license.
2. Minimum of six (6) years experience in building maintenance field.

POSITION DESCRIPTION

Title: Building Maintenance Supervisor

Department: Building Maintenance

Job Analysis: February 2001, May 2006, August 2011, September 2014, Oct 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification 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: Facilities Maintenance Coordinator

Subordinate Staff: Maintenance Engineer II, III, IV, HVAC Preventative Maintenance, Plumbing Technician

Internal Contacts: County Employees, Elected Officials

External Contacts: Architects, Contractors, Building Material Suppliers, Insurance Representatives, Alabama Department of Environmental Management, General Public

Status: Classified/Non-Exempt (M)

Job Summary

Supervise and direct installation and repairs on plumbing, heating, cooling and electrical systems. Supervise construction work as required. Inspect work done by contractors and subcontractors. Perform emergency mechanical repairs as needed. Order supplies as needed. Schedule repairs and construction to be done within budget constraints. Inspect environmental systems. Supervise, direct and inspect all repairs and installations as directed. Review work orders, set priorities, assign work to subordinate staff and report to Director.

~~*In the temporary absence of, or as directed by, the Facilities Maintenance Coordinator, the Building Maintenance Supervisor shall supervise all custodial staff (Custodians).~~

Job Domains

A. Equipment Maintenance

1. Responsible for installation and repairs on plumbing, electrical, HVAC, and refrigeration.
2. Supervise construction work for various projects as necessary.
3. Perform or supervise welding repairs on equipment as necessary.
4. Inspect plumbing, heating, cooling, and electrical systems.
5. Inspect fire protection equipment as necessary.

B. Management

1. Coordinate the work done by subcontractors and staff.
2. Order supplies required for building maintenance.
3. Schedule repairs to be completed on a daily basis within budget constraints.

C. Supervision

1. Plan, direct and supervise maintenance staff.
2. Provide technical assistance to contractors and purchasing as directed.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Skills to communicate with supervisor, subcontractors, and co-workers.
2. Math skills to take accurate measurements and perform multiplication and division.
3. Skills to complete order forms and progress reports accurately.
4. Skills to understand mechanical reports, blueprints, and wiring diagrams.
5. Knowledge of plumbing, heating, air conditioning and electrical systems.
6. Knowledge of materials and quantities necessary for maintaining county buildings.
7. Ability to inspect, diagnose problems, and complete repairs in a timely and effective manner.
8. Knowledge of basic carpentry.

Other Characteristics

1. Willingness to provide own hand tools.
2. Willingness to work non-standard hours.

Minimum Requirements

1. Possess a valid driver's license.
2. Minimum of six (6) years' experience in building maintenance field.
3. Must possess a HVAC Certification.

POSITION DESCRIPTION

Title: HVAC Preventive Maintenance Technician
Department: Building Maintenance
Job Analysis: October 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification 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: Building Maintenance Supervisor (or Facilities Maintenance Coordinator)
Subordinate Staff: None
Internal Contacts: All County Departments
External Contacts: Contractors, Building Material Suppliers, General Public
Status: Classified/Non-Exempt (L)

Job Summary

Under the direction of the Building Maintenance Supervisor, operate, maintain and repair all equipment used for heating, ventilation and air conditioning of county building equipment. Supervises HVAC work as required. Inspects work done by subcontractors. Performs emergency HVAC repairs, as needed. Orders supplies required for building maintenance. Schedules repairs to be done within budget constraints. Inspects environmental systems. Supervises, directs and inspects all repairs and installations as directed.

Job Domains

A. Equipment Maintenance

1. Responsible for repairs on the heating, cooling, and refrigeration systems in all county buildings.
2. Maintain and repair all HVAC equipment and components to manufactures recommendation, i.e. valves, motors, belts, bearings, filter, and lubrications etc.
3. Maintain heating systems and water heaters in county buildings.
4. Perform emergency repairs to air condition systems, water coolers, refrigerators, and freezers, as necessary.
5. Inspect plumbing, heating, cooling and electrical systems.
6. Perform other building maintenance as required.

B. Operations Management

1. Inspect work done by subcontractors as necessary.
2. Coordinate the work done by subcontractors and staff.
3. Order supplies required for building maintenance.
4. Schedule repairs to be completed on a daily basis within budget constraints.
5. Report to supervisor on progress of repair tasks.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Skills to communicate with supervisor, subcontractors, and co-workers.
2. Math skills to take accurate measurements and perform multiplication and division.
3. Skills to complete order forms and progress reports accurately.
4. Skills to understand mechanical reports, blueprints, and wiring diagrams.
5. Knowledge of plumbing, heating, air conditioning and electrical systems.
6. Knowledge of materials and quantities necessary for maintaining county buildings.
7. Knowledge of maintenance materials.
8. Ability to inspect, diagnose problems, and complete repairs in a timely and effective manner.
9. Knowledge of basic carpentry.

Other Characteristics

1. Willingness to provide own hand tools.
2. Willingness to work non-standard hours.

Minimum Requirements

1. Possess a valid driver's license.
2. Minimum of six (6) years experience in building maintenance field.

POSITION DESCRIPTION

Title: Plumbing Technician

Department: Building Maintenance

Job Analysis: October 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification 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: Building Maintenance Supervisor (or Facilities Maintenance Coordinator)

Subordinate Staff: None

Internal Contacts: All County Departments

External Contacts: Contractors, Building Material Suppliers, General Public

Status: Classified/Non-Exempt (L)

Job Summary

Under the direction of the Building Maintenance Supervisor, maintain, repair and/or replace damaged dish washer, broken pipes, clogged drains, sinks, toilets, tubs, and any pipe work as needed. Inspects work done by subcontractors. Performs emergency plumbing repairs, as needed. Orders supplies required for building maintenance. Schedules repairs to be done within budget constraints. Inspects environmental systems. Supervises, directs and inspects all repairs and installations as directed.

Job Domains

A. Equipment Maintenance

1. Responsible for repairs and installation on the plumbing systems such as sinks, toilets, tubs, and also install supports and hangers for plumbing fixtures and pipes in all county buildings.
2. Maintain plumbing systems in all county buildings.
3. Perform emergency repairs to plumbing systems, as necessary.
4. Inspect plumbing systems.
5. Perform other building maintenance as required.

B. Operations Management

1. Inspect work done by subcontractors as necessary.
2. Coordinate the work done by subcontractors and staff.
3. Order supplies required for building maintenance.
4. Schedule repairs to be completed on a daily basis within budget constraints.
5. Report to supervisor on progress of repair tasks.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Skills to communicate with supervisor, subcontractors, and co-workers.
2. Math skills to take accurate measurements and perform multiplication and division.
3. Skills to complete order forms and progress reports accurately.
4. Skills to understand mechanical reports, blueprints, and wiring diagrams.
5. Knowledge of all plumbing and piping systems.
6. Knowledge of materials and quantities necessary for maintaining county buildings.
7. Knowledge of maintenance materials.
8. Ability to inspect, diagnose problems, and complete repairs in a timely and effective manner.
9. Knowledge of basic carpentry.

Other Characteristics

1. Willingness to provide own hand tools.
2. Willingness to work non-standard hours.

Minimum Requirements

1. Possess a valid driver's license.
2. Minimum of six (6) years experience in building maintenance field.