

**PIATT COUNTY**  
**JOB DESCRIPTION**

**JOB TITLE:**                    **County Maintenance- Assistant Supervisor**

**JOB SUMMARY**

The County Maintenance assistant serves as a hands-on Maintenance worker within the County owned buildings. The maintenance department controls all Plant Operation functions necessary to insure that mechanical systems within County buildings are maintained in good working condition and the environment is maintained in a clean and safe manner. The department is responsible for maintaining all Fire and Safety systems and equipment in conformance with existing facility policy and applicable state and federal regulations. The department is responsible for maintaining the county building grounds which includes sidewalk snow removal. The maintenance assistant reports directly to the County Maintenance Supervisor.

**JOB PERFORMANCE REQUIREMENTS**

1. Under direction of the County Maintenance supervisor, ensures that the building, grounds, and equipment are maintained in good condition at all times. Provides hands-on maintenance repair and ensures operations of heating/air conditioning systems, fire safety equipment, rooftop equipment, electrical systems, plumbing systems, generators and other building equipment.
  - Remove, repair or replace gas fired furnaces and cooling units
  - Perform maintenance on electronic and pneumatic control systems
  - Remove and maintain electric motors
  - Repair heating and chilled water piping
  - Disassemble and repair pumps (seals, bearings, impellers)
  - Disassemble and repair boilers, water heaters, chillers and heaters
2. Completes "Maintenance Work Order Requests" and ensures that work requests are completed in a timely and efficient manner.
3. Under direction of the County Maintenance Supervisor, maintains Fire and Safety systems and equipment according to Federal and State regulatory requirements.
4. Maintains good working relationships with other departmental personnel and assists other county building maintenance personnel as needed.
5. Is responsible for the Preventive Maintenance program. Making sure that schedule preventive maintenance is performed and that the program is kept up to date for any new equipment or new

- procedures required.
6. Attends education and training programs as requested and continually updates self-knowledge of best practices and new developments in the Plant Operations field.
  7. Is familiar with the general operations of the County Buildings served and works in compliance with established policies.
  8. Performs all other duties as assigned by the County Maintenance Supervisor or their designee.

#### **WORKING HOURS**

Shall generally work a forty (40) hour week. Must be willing to work flexible hours including evenings and weekends, when necessary. Will be on call for emergency situations.

#### **WORKING ENVIRONMENT**

Will work indoors and outdoors and may encounter adverse weather conditions. May encounter slippery areas. Must be able to function well in emergency situations.

#### **MINIMUM JOB QUALIFICATIONS**

**EDUCATION & TRAINING:** Must have knowledge of Plant Operations systems, e.g.: heating, air conditioning, electrical. Ability to relate effectively with people. Ability to read blue prints and draft basic diagrams, etc. Knowledge of plumbing, electrical and general maintenance skills is desirable. Must be comfortable working with using computers.

**PHYSICAL DEMANDS:** Must have manual dexterity required to handle equipment associated with job performance requirements and be able to operate equipment. Requires ability to lift supplies, tools, equipment, parts and furniture. Must be able to operate hydraulic lift for heavy loads. Stands and walks most of the day. Frequent bending, kneeling, reaching, pulling, and pushing are required. Climbing and crawling is required at times. Ladder, scaffolding, and bucket truck/manlift work is required. Occasionally working in confined spaces.

Job requires:

- Pre-employment physical including drug screen
- Valid driver's license
- Criminal history background check