ADAI COUNTY HUMAN RESOURCES

MAINTENANCE MECHANIC I – JAIL AND PSB

OPERATIONS

HIRING WAGE: $17.76 – $18.65/hr  DOE
STATUS: Full-time with benefits
CLOSING DATE: Until Filled
APPLICATION MATERIALS: Apply online at adacounty.id.gov/jobs

GENERAL SUMMARY
Provides maintenance support to the Ada County Jail and other facilities located at the Public Safety Complex. Performs a variety of semi–skilled and skilled tasks related to the operation and maintenance of county buildings and their associated grounds.

DISTINGUISHING FEATURES OF THE CLASS
The Maintenance Mechanic I performs varied moderately complex work under general supervision according to pre–defined guidelines.

ESSENTIAL FUNCTIONS
- Performs visual examinations and/or operational tests to determine the need for routine repair of building roofs, plumbing fixtures, concrete fixtures, mechanical and electrical systems, and HVAC systems;
- Performs scheduled and routine maintenance on mechanical, electrical and heating systems;
- Installs, services and repairs ventilation units, electrical appliances, and other related equipment;
- Installs plumbing fixtures such as lavatory facilities, drinking fountains and sprinkling systems;
- Repairs plumbing systems by clearing stoppages, replacing sections of broken pipe and repair of leaky drains etc.;
- Paints walls and other surfaces by using standard coating methods such as brushing, rolling, and spraying; and
- Performs a variety of carpentry tasks such as building forms constructing or repairing dry walls, sheathing, etc.;
- Mixes, pours, spreads and levels concrete on surfaces and structures such as sidewalks, steps, walls, curbs, ramps, etc.;
- Fixes, replaces and refinishes floors and doors and replaces locks;
- Cleans, maintains and repairs boilers and replaces parts as needed;
- Performs roof maintenance;
- Repairs and relocates cabinets, desks, tables and other office furniture;
- Repairs window frames and screens;
- Lays floor tile and carpeting.

ADDITIONAL FUNCTIONS
- Welds metal for fabrication or repair of heavy equipment parts;
- Removes snow;
- Occasionally operates equipment or works as a laborer;
- Performs related functions as required.

JOB REQUIREMENTS
• Considerable experience in two or more trades;
• Must possess or be able to obtain and maintain a valid Idaho driver's license;
• Basic knowledge of Microsoft Word, Excel and Outlook preferred;
• Basic knowledge of construction, operation and maintenance of a variety of air conditioning and heating units;
• Knowledge of standard plumbing methods and techniques in order to measure, cut, bend, and thread pipe, and how to caulk and seal such things as elbows, union joints, tile pipe, faucets and drains;
• Knowledge of the set up and operation of various electric resistance welding machines, or knowledge of how to use one or more manual welding processes to weld parts of commonly used materials;
• Knowledge of the methods and techniques of cement work;
• Knowledge of standard surface preparation and coating methods and techniques for painting;
• Knowledge of the methods and techniques of rough carpentry;
• Knowledge of how to add, subtract, multiply, divide and work with simple fractions to measure material according to requirements and dimensions outlined in instructions;
• Skill in the operation of a variety of power tools, safely;
• Ability to operate motor vehicles safely;
• Ability to perform maintenance and repair work safely;
• Ability to understand and follow verbal or written instructions;
• Ability to read blueprints, working drawings and read and understand maintenance/service manuals;
• Ability to repair and maintain a variety of standard mechanical locking devices;
• Ability to maintain effective working relationships.

OTHER REQUIREMENTS
• The incumbent is subject to a Sheriff's Office security clearance (criminal history) check and fingerprinting;
• Working hours for this position will vary and may include weekends;
• This position has been designated safety sensitive and therefore the incumbent is subject to random drug testing.

WORK ENVIRONMENT AND PHYSICAL DEMANDS
• Incumbent makes inspections/repairs and installations from ladders, scaffolding and platforms and where parts worked on may be in hard to reach places;
• The incumbent is required to stand, stoop, bend, kneel, crawl, climb, and work in tiring and uncomfortable positions;
• The incumbent frequently carries tools and equipment and may be required to lift up to 50 lbs.;
• The work is performed inside and outside and is sometimes dirty, dusty and greasy;
• The work performed is in and around a jail facility and involves an element of personal danger;
• May be exposed to the possibility of electrical shock, burns, cuts or bruises.

DISCLAIMER
To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

NOTE
Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing
the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.

* If you need reasonable accommodation to participate in and/or complete the county’s application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)