

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: MAINTENANCE TECHNICIAN

FLSA STATUS: NON-EXEMPT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform skilled mechanical, electrical, HVAC, plumbing, and manual work associated with maintenance of county facilities, equipment, buildings, and grounds within an assigned department/division of the County. Duties and responsibilities include repairing/maintaining buildings and systems, operating/maintaining equipment, performing general preventative maintenance, and performing related tasks. Assignment to Maintenance Department reports to Facilities Director. Assignment to Sheriff's Department reports to Captain of Detention. Assignment to Solid Waste/Landfill Department reports to Solid Waste/Landfill Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Is TCI trained to manage inmates, leads trustees or other workers in performing semi-skilled/manual work and operating equipment associated with general repair and maintenance of county buildings, equipment, grounds, and related facilities within an assigned County department. Assigns tasks, coordinates work activities, and provides training and instruction as needed. Monitors status of work and assists in troubleshooting problem situations.

Performs skilled, semi-skilled, and manual work involving building maintenance, building construction, roofing, painting, carpentry, electrical, mechanical, plumbing, hydraulics, preventative maintenance, welding, heating, air conditioning, and/or other projects within the assigned department.

Ensures that maintenance and operations of buildings, equipment, and systems are in compliance with applicable regulations, codes, laws and standards; assists in ensuring adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees, trustees, and other individuals; initiates any actions necessary to correct deviations.

Performs various tasks associated with building construction or building maintenance, such as constructing or remodeling buildings/structures, installing walls/ceilings, hanging/finishing drywall, installing flooring surfaces, laying carpet, installing doors/trim, installing drop ceilings, replacing ceiling tiles, repairing roof leaks, constructing wood structures or cabinetry, painting interior/exterior surfaces, pouring concrete, repairing/replacing door hardware, replacing door/window glass, or maintaining fire extinguishers.

Performs various tasks associated with electrical, plumbing, or mechanical projects, such as troubleshooting electrical/plumbing problems, installing/repairing electrical devices, installing electrical receptacles and switches, assembling/installing light fixtures, replacing breakers, replacing light bulbs and ballasts, installing/repairing plumbing fixtures, installing/repairing backflow prevention devices, clearing water lines and drains, repairing plumbing leaks, repairing/rebuilding motors and pumps, repairing/replacing bearings and packings, or repairing/replacing gear boxes and belts.

Performs various tasks associated with heating, ventilation, and air conditioning (HVAC) system projects, such as servicing/maintaining HVAC systems, cleaning condenser coils, or cleaning/replacing filters.

Performs general/manual work tasks associated with various department projects, which may include assembling furniture, installing furniture/fixtures, hanging artwork/fixtures, moving equipment/furniture, picking up supplies, or locking/unlocking buildings.

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Operates a variety of machinery, equipment, and tools associated with projects and work activities, which may include a utility truck chain saw, skil saw, circular saw, drill, shovel, mechanic tools, carpentry tools, plumbing tools, electrician tools, or two-way radio.

Inspects/tests machinery, equipment and parts for proper operations; makes adjustments, repairs or replacements as appropriate; reports problem situations.

Performs general/preventive maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, refueling vehicles, checking fluid levels, replacing fluids, greasing equipment, changing tires, tightening bolts, replacing parts, sharpening blades, washing/cleaning equipment, or cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Transports, loads and unloads various equipment and materials used in projects.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Monitors inventory levels of department materials, tools, equipment, and supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement materials.

Prepares or completes various forms, reports, correspondence, work orders, or other documents.

Receives various forms, reports, correspondence, work orders, receipts, diagrams, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, the public, contractors, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Provides response to after-hours calls or emergency situations as needed.

Completes work at assigned workstation determined by supervisor.

Works hours as scheduled

Assignment to Sheriff's Department may involve the following additional functions:

Performs tasks involving recovering refrigerant.

Operates a variety of machinery, equipment, and tools associated with projects and work activities, which may include a welder, plasma cutter, solder wrench, or setting torch.

Performs general, preventive maintenance tasks and repairs to keep door locks, laundry, and dentist equipment in operable condition.

Assignment to Maintenance Department may involve the following additional functions:

Responsible for maintaining roadside and grounds areas; performs skilled, semi-skilled, and manual work involving ground maintenance.

Performs various tasks associated with grounds maintenance or roadside maintenance, such as mowing grass/weeds, edging landscaped areas, cutting down and removing trees/shrubs, cutting tree limbs, trimming shrubs and hedges, picking up debris/litter, spreading ground materials, digging holes/trenches, shoveling materials, loading/unloading trucks, lifting/moving heavy materials, or flagging traffic.

Performs tasks involving recovering refrigerant and installing/repairing irrigation systems.

Rutherford County, Tennessee • Maintenance Technician

Operates a variety of machinery, equipment, and tools associated with projects and work activities, which may include a mower, weed eater, post hole digger, or refrigerant recovery machine.

Assignment to Solid Waste Department may involve the following additional functions:

Responsible for maintaining roadside and grounds areas; performs skilled, semi-skilled, and manual work involving ground maintenance.

Performs various tasks associated with grounds maintenance or roadside maintenance, such as mowing grass/weeds, edging landscaped areas, cutting down and removing trees/shrubs, cutting tree limbs, trimming shrubs and hedges, removing debris from ditches and right-of-ways, picking up debris/litter, spreading ground materials, digging holes/trenches, shoveling materials, repairing fences and mailboxes, placing/retrieving signage, loading/unloading trucks, lifting/moving heavy materials.

Performs tasks involving rebuilding/repairing and installing/removing of compactor units.

Performs tasks involving installing/repairing irrigation systems.

Performs metal fabrication and welding for new and old materials and equipment.

Operates a variety of machinery, equipment, and tools associated with projects and work activities, which may include a mower, weed eater, digger, pile driver, or post hole digger.

Performs general/preventive maintenance tasks and repairs necessary to keep convenience center compactors in operable condition.

Must have a valid Tennessee CDL, class A or B driver's license.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in general building maintenance, building trades, mechanics, grounds maintenance and equipment operation; supplemented by one (1) year previous experience and/or training involving general building maintenance, building construction trades, mechanics, grounds maintenance, equipment operation, and maintenance work in area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee CDL driver's license. Tasks involving installation/repair of backflow prevention devices may require possession and maintenance of valid Backflow Prevention Device Assembly & Testing certification. Tasks involving refrigerant recovery may require possession and maintenance of valid Type I/II Refrigerant Transition & Recovery Certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a variety of reference data and information.

Mathematical Aptitude: Requires ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, or toxic agents.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Working on equipment

Surface: Smooth to rough

Estimated Total Hours: 6 **Maximum Continuous Time:** 2

2. SITTING

Tasks: Driving service truck

Estimated Total Hours: 2 **Maximum Continuous Time:** 45 minutes

3. LIFTING/CARRYING

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs		X			
26-50 lbs		X			
51-75 lbs			X		
76-100 lbs				X	
>100 lbs					X

4. PUSHING/PULLING

Objects: Tools, parts, etc

Height of hands above floor during push: 4 feet or less

5. CLIMBING

Tasks: Repairs and service
Device: Climbing the side of the containers
Height: 8 feet almost
Frequency: Weekly

6. BENDING/SQUATTING/KNEELING

Tasks: Crawling under equipment to service
Frequency: Daily

7. REACHING

Tasks: Working with tools
Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Both	Daily	5 minutes	15 lbs
21-36"	Both	Daily	2 minutes	15 lbs

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare		X

Inside Building	15 % of time
Outside	85 % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling	X	
Jumping		X
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

10. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes		X	
Grasp	X		Daily
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Daily

Exemption Status (Blue-Collar Workers)

~Per Fact Sheet #17I of the Fair Labor Standards Act (FLSA) all manual laborers or other “blue collar” workers who perform work involving repetitive operations with their hands, physical skill, and energy are considered non-exempt.

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date