



## CALHOUN COUNTY, ALABAMA JOB DESCRIPTION

### Temporary Maintenance Specialist not to exceed 180 days

**Department:** County Commission

**Reports to:** Chief Maintenance Supervisor, Assistant Maintenance Supervisor

**Class:** FLSA Non-exempt

**Pay:** \$ 22.25an hour

**Please send resumes to:** [hr@calhouncounty.org](mailto:hr@calhouncounty.org) or apply in person in the Commission Office located:

**1702 Noble Street, Suite 103 Anniston, AL 36201**

**WORK HOURS:** Scheduled work will be performed within Monday – Friday. 40-hour schedule. Occasional weekends, daytime, or evening work may be required.

**Note:** Statements included in this description are intended to reflect the general duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

### JOB SUMMARY

The General Maintenance Worker will perform general maintenance and repairs for assigned equipment and facilities including plumbing, electrical, basic carpentry, heating and cooling, and other building systems.

### ESSENTIAL FUCTIONS

The following list was developed through a job analysis; however, it is not exhaustive, and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of reasonable Inspects and identify county facilities in need of repair.

- Troubleshoots issues to determine necessary repairs.
- Plans repair work using equipment manual as needed.
- Performs general repairs. Examples may include repairing drywall, painting, and repairing doors and other building fixtures.
- Performs routine maintenance on building systems.
- Cleans and assists with upkeep of the facilities.
- Orders supplies and materials needed for repairs and maintenance.
- Performs other related duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to follow instructions from supervisors or senior maintenance workers.

- Knowledge of general carpentry and repair.
- Ability to use hand tools and power tools.
- Excellent organizational and time management skills.

### **EDUCATION AND EXPERIENCE**

- High school diploma or equivalent required.
- Related experience preferred.
- On-the-job training offered.

### **ESSENTIAL ABILITIES**

Work in this class includes sitting, walking, bending, stooping, and lifting weights of approximately 65 lbs. or less unassisted and weights over 65 lbs. with assistance. Employees must be able to maneuver in tight places such as climb ladders, step over obstacles, step on and off machinery, etc. Employees may be exposed to hazardous materials.