

LANCASTER COUNTY
MAINTENANCE REPAIR WORKER II

NATURE OF WORK

This is skilled technical work at the journey level in the maintenance, repair, alteration and construction of County owned buildings and equipment which may include skilled maintenance and repair of heating, air conditioning, and ventilation (HVAC) systems.

Work involves primary responsibility for monitoring and performing maintenance and repair of various heating, air conditioning, and ventilation systems and related equipment. Work also includes the independent performance of varied maintenance, repair, alteration and construction activities. An employee in this class uses considerable independent judgment with work decisions made in accordance with departmental policies and procedures. General supervision is received from a technical supervisor with work reviewed in the form of inspections of completed projects and effectiveness of results achieved.

EXAMPLES OF WORK PERFORMED

Install, monitor, maintain and repair heating, air conditioning, and ventilation systems and related equipment; monitor computerized control systems; make adjustments and changes to system variables and set points as necessary; conduct required maintenance tests and determine the operational status of equipment and systems; diagnose and isolate malfunctions; schedule necessary repairs and adjustments as needed.

Receive work order or work directive and determine proper work methods and materials required for the project; obtain and transport to work site all necessary tools, equipment, work supplies and materials; operate various power tools and related equipment in the performance of assigned projects; oversee subordinate staff assigned to assist in project completion.

Maintain, repair and install plumbing fixtures and equipment; unclog sewers and drains; repair leaking faucets, toilets, pipes, and valves; install toilets, sinks, garbage disposals, steam heat thermostats, regulators and related fixtures; repair dishwashers, lawn sprinkling systems, drinking fountains, showers and related equipment; repair water and sewer lines.

Maintain and repair electrical fixtures and equipment; repair and install light fixtures, switches, outlets and related electrical components; repair small electrical appliances, washers and dryers and related equipment; check electrical circuitry for malfunctions; change light bulbs, fuses, starters and related items; repair electrical motors and pumps.

Perform skilled carpentry work in the alteration, repair and maintenance of building floors, roofs, stairways, partitions, doors, windows, wood fixtures and furniture; fabricate and install benches, cupboards, cabinets, shelves, counters and related items; repair floors and install floor tile; patch walls and hang bulletin boards, pictures, chalk boards and related items.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the methods, practices, tools, equipment and materials utilized in the maintenance of heating, air conditioning and ventilating equipment and in a variety of craft disciplines.

Considerable knowledge of safety hazards and appropriate precautionary methods involved in building maintenance, repair and construction activities including HVAC systems.

Ability to perform heavy lifting.

Ability to read blueprints and prepare sketches of equipment or fixtures to be constructed or repaired.

Ability to diagnose and repair problems in heating, air conditioning and ventilating equipment.

Ability to inspect a wide variety of electrical, plumbing, carpentry, masonry, mechanical systems, fixtures and equipment to determine defects and extent of needed repairs.

Ability to maintain, transport and repair shop equipment and tools.

Ability to oversee the work of subordinates assigned to the same project.

Skill in the use of tools and equipment utilized in a variety of craft disciplines and maintenance areas.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a vocational/technical school with major course work in heating, air conditioning and ventilation repair or a related discipline including carpentry, plumbing, masonry, or electrical repair plus considerable experience at the apprentice level in the same maintenance area.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent with vocational/technical school level coursework or training in heating, air conditioning and ventilation repair or a related discipline including carpentry, plumbing, masonry or electrical repair plus experience at the apprentice level in the same maintenance area; or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

Approved by: _____
Personnel Director

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