

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

<b>CLASSIFICATION TITLE:</b>	<b>MAINTENANCE TECHNICIAN I</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>SAFETY SENSITIVE:</b>	<b>SUBJECT TO RANDOM DRUG AND BREATH ALCOHOL TESTING</b>

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist in the performance of mechanical, electrical, plumbing, and manual work associated with maintenance of county facilities, equipment, buildings, and grounds of the County. Duties and responsibilities include assisting with the repair/maintenance of buildings and systems, operating/maintaining equipment, performing basic preventative maintenance, and performing related tasks. Reports to Facilities 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.**

Completes, upon request, TCI training to manage inmates, leads trustees or other workers in performing manual work and operating equipment associated with basic repair and maintenance of county buildings, equipment, grounds, and related facilities.

Assigns tasks, coordinates work activities, and provides training and instruction as needed.

Monitors status of work and assists in troubleshooting problem situations.

Performs basic and manual work involving building maintenance, building construction, roofing, painting, carpentry, mechanical, plumbing, preventative maintenance, and/or other projects.

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 assisting with the 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, 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 basic tasks associated with plumbing or mechanical projects, such as troubleshooting plumbing problems, replacing light bulbs and ballasts, installing/repairing plumbing fixtures, installing/repairing backflow prevention devices, clearing water lines and drains, and repairing plumbing leaks.

Cleans/replaces air filters on heat and air units.

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.

## **Rutherford County, Tennessee • Maintenance Technician I**

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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, skill saw, circular saw, drill, shovel, mechanic tools, carpentry tools, plumbing tools, electric tools, two-way radio, mower, weed eater, post hole digger, or other similar tools/equipment.

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.

Operates a county vehicle.

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.

### **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 or one (1) year prior experience in general building maintenance, building trades, mechanics, grounds maintenance and equipment operation; 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 driver's license. Tasks involving installation/repair of backflow prevention devices may require possession and maintenance of valid Backflow Prevention Device Assembly & Testing 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; concrete, pavement, asphalt, tile, carpet, wood flooring, grates, etc

**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; ladders

**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	<u>15</u> % of time
Outside	<u>85</u> % of time

**9. LIST TOOLS, EQUIPMENT, AND MATERIALS USED**

Hand and power tools, measurement tools, cleaning equipment, ladders, saws, to fix, replace or repair and clean parts of buildings and equipment

**10. OTHER JOB DEMANDS**

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

**11. HAND USE**

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

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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.

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Employee Full Legal Name (printed)

\_\_\_\_\_  
Employee Signature

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Date