

## Scott County Government

### Position Description Form

**Position:** Job Title: Maintenance Mechanic  
Department Name: Roads Department  
Supervisor Title: Road Department Director

### Position Summary

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Performs skilled work in the installation, operation, maintenance, modification, service, and repair of facilities to include, electrical, heating, air conditioning, plumbing and structural systems.

### Duties and Responsibilities

#### Essential Duties:

- Inspect and identify facilities in need of repair
- Repair or replace existing plumbing fixtures, lines, pipelines, drains, valves, faucets and elements of the plumbing system
- Install plumbing fixtures such as sinks, toilets, water heaters and connect them to outlet and inlet pipes
- Perform electrical work
- Install new conduit, wiring, and electrical machinery
- Inspect and test electrical lighting, power circuits, and equipment
- Follow standard safety precautions
- Review SDS sheets to ensure safe handling practices are used when working with hazardous materials
- Troubleshoot issues to determine necessary repairs
- Perform general repairs that do NOT require a specialized technician, including, but not limited to repairing drywall, painting, and repairing doors and other building fixtures
- Locate and purchase parts and supplies according to purchasing guidelines
- Make decisions which lead to accomplishing tasks in the most efficient and cost-effective manner
- Respond to emergency calls as needed

#### Secondary Duties:

- May operate heavy machinery including trucks, tractors, front-end loaders, etc.
- Cleans ditches and catch basins, culverts, storm sewers, and other drainage structures

- Load and unload stone, gravel, dirt, asphalt, timber, trash and heavy mechanical equipment
- Mow greenways, parks and clean grounds
- Clear debris and trees after storms
- May operate snow plows
- Performs other duties as assigned or required.

## **Position Dimensions**

### ***Education and Experience:***

- High School graduate or GED equivalent
- Two years' related skilled trades experience
- Experience in one or more skilled trades preferably plumbing and electricity
- Valid driver's license

### ***Special Knowledge, Skills and Abilities:***

- Knowledge of general carpentry and repair
- Ability to follow instructions from supervisors
- Ability to use hand tools and power tools

### ***Technology:***

- Use electrical meters, leak detectors, temperature equipment, and electronic scales

## Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

*Mark the work conditions that are present on the job.*

- ✓ 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- ✓ Work is performed in equal amounts inside and outside
- ✓ Extremes of cold and temperature changes
- ✓ Extremes of hot and temperature changes
- ✓ Wet Surroundings: Contact with water or other liquids
- ✓ Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort
- ✓ Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing
- ✓ Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day
- ✓ Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction
- ✓ Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell
- ✓ Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant

List any other disagreeable elements present in the work environment.

## Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.
- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.
- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.
- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.
- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.