

Champaign County Job Description

Job Title: Skilled Trades

Department: Physical Plant

Reports To: Building and Grounds Manager

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - AFSCME General Unit

Prepared Date: July 2017

SUMMARY Performs extensive and responsible preventive maintenance and repair procedures on all County buildings, its mechanical equipment and utility systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Any one position may not include all of the tasks listed nor do the listed examples include all tasks which may be found in positions of this class.

Monitors operation of high pressure steam boilers and energy management systems; makes adjustments accordingly.

Installs and repairs plumbing equipment.

Performs all phases of remodeling activities; constructs partitions; repairs or paints doors, floors, windows and other building structures; constructs cabinets and/or counter tops, etc.

Installs electrical equipment and wiring; inspects and adjusts existing electrical equipment and replaces receptacles, wiring, switches, etc.

Obtains cost estimates for supplies; obtains supplies and repair parts from distributors; maintains inventory of supplies; orders new equipment.

Prepares cost estimates for remodeling projects and repairs of equipment.

May inspect and repair sprinkler systems.

Performs outside custodial duties, such as snow removal as required.

Responds to emergency requests, on a 24-hour basis, as required.

Completes daily, weekly and monthly reports on building and equipment maintenance procedures; maintains records of completed maintenance repair work.

May instruct Maintenance Worker and Senior Maintenance Worker for mechanical equipment maintenance and repair.

SUPERVISORY RESPONSIBILITIES May exercise supervision over one or more Senior Maintenance Workers and Maintenance Workers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training

employees; planning, assigning, and directing work; appraising performance and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) and additional training required for certification; plus 3-5 years of relevant experience. Considerable knowledge of repair and maintenance procedures for building structures, mechanical equipment, utility systems, temperature control and refrigeration. Considerable skill in the use of hand and power tools; specialized equipment, snow removal equipment and electronic test devices.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret technical drawings, schematics or blueprints.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Skilled or licensed in at least one of the following trades: plumbing, electrical or master level carpentry. Valid Illinois Driver's License.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and vibration. The noise level in the work environment is usually moderate and occasionally loud.

Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.