

## MAINTENANCE MECHANIC TRAINEE

GENERAL STATEMENT OF DUTIES: Performs a variety of building maintenance tasks while in a training capacity; works under general supervision and may receive direction and training from a Maintenance Mechanic; performs related duties as required.

STATEMENT OF TASKS:

Repairs office furniture and other office equipment;  
Performs concrete and masonry work;  
Performs rough carpentry and painting on County facilities and equipment;  
Services and repairs HVACR systems;  
Services and repairs plumbing equipment;  
Services and repairs mechanical equipment;  
Services and repairs electrical systems;  
Assists maintenance mechanics;  
Monitors computerized temperature control systems.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of power and hand tools used in building and equipment maintenance;  
Some knowledge of the carpentry, painting, plumbing, HVACR and electrical trades;  
Ability to operate power equipment safely and effectively;  
Ability to use tools safely and effectively;  
Ability to understand and follow complex oral and written instructions;  
Ability to work with a minimum of supervision;  
Ability to utilize a computer for areas such as but not limited to work orders, temperature control systems, communications, etc.;  
Ability to handle pesticides safely;  
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

High school graduation or equivalent and two (2) years of building maintenance experience.

SPECIAL REQUIREMENTS:

Must have a valid Michigan driver's license.

Must successfully complete the following within three (3) years of the date of hire:

1. Educational program consisting of five (5) classes of a job related nature.
2. EPA certification Type I & II (refrigeration)

Established: June 5, 1986  
Revised: June 17, 1999  
May 3, 2005  
October 14, 2020

  
Human Resources Director