

## **Maintenance Mechanic II**

### **Department of Facilities & Environmental Services**

Full-Time, 12 months

Non-Exempt, Pay Grade 11

VRS-Eligible, Benefits-Eligible

### **Join the Albemarle County Team:**

[Albemarle County](#) is one of the most desirable locations in Virginia and the nation, with an excellent school system, low taxes, low crime and unemployment rates, a skilled and educated workforce, and a wealth of cultural, historical, and recreational amenities in a beautiful setting.

It's our mission to enhance the well-being and quality of life for all citizens through the provision of the highest level of public service consistent with the prudent use of public funds.

We deliver this in a [diverse locality](#), with rural, suburban and urban characteristics. The **Albemarle County Core Values** are the foundation for all we do.

- **Integrity:** We value our customers and co-workers by always providing [honest and fair treatment](#).
- **Innovation:** We embrace creativity and positive change. Learn about this from the People of Albemarle. Have you heard about our partnership for an [autonomous shuttle](#) in Crozet?
- **Stewardship:** We honor our role as stewards of the public trust by managing our [natural](#), [human](#) and [financial](#) resources respectfully and responsibly.
- **Learning:** We encourage and support lifelong learning and personal and professional growth. We support our team through internal and external training opportunity. Check out our *free* in-house training opportunities.
- **Community:** We expect diversity, equity and inclusion to be integrated into how we live our mission. See how we're living out this value in the Office of Equity and Inclusion [2020 Annual Report](#).

We take care of our team, offering employees [BE WELL Albemarle](#) support to provide opportunities to understand and follow an active lifestyle that promotes a culture of good health and wellness.

We take care of the [environment](#), with a department dedicated to programs supporting Pollution Prevention (P2), Energy Conservation and other environmental initiatives.

### **The Maintenance Mechanic II**

The Albemarle County Department of **Facilities & Environmental Services** is actively recruiting a **Maintenance Mechanic II** to join our team. The successful **Maintenance Mechanic II**, with minimal supervision, performs advanced skilled work in the servicing, repair and maintenance of the Local Government-owned buildings and associated equipment; quality of work to be near journeyman level; possesses an advanced knowledge in at least one building trade and working knowledge of general facility maintenance and repairs; does related work as required. Position is subject to afterhours recall. Position is designated as Essential Personnel.

## The Expectations

Essential functions and responsibilities of **Maintenance Mechanic II** include, but are not limited to, the following:

### ESSENTIAL FUNCTIONS:

- Repairs windows and doors, builds/installs shelving and partitions;
- Installs ceiling, floor tiles, bulletin boards, and weather stripping;
- Repairs roofs, gutters and downspouts;
- Replaces locks, door closures and screens;
- Repairs furniture and mechanical equipment;
- Performs painting assignments including finishing sheetrock, repairing walls, applying primer and finish paint per paint manufacturer specifications;
- Establishes appropriate personal safety practices and oversees the adherence to safety regulations of personnel under his/her supervision at job sites;
- Assists with providing cost estimates for repairs, installation and general maintenance services;
- Performs electrical repairs of residential-type circuits (120V; 20 Amp), including installing switches, outlets, light fixtures; running circuits to the circuit breaker in a panel box or disconnect;
- Tests electrical circuits using a variety of electrical testing equipment, such as, but not limited to: multi-meter, continuity meter, volt meter, AC/DC meters, etc.;
- Performs skilled work in plumbing and mechanical repairs and installation
- Installs and repairs plumbing lines and fixtures, including soldering, cutting and threading pipe, changing sprinkler heads, valves, and gauges; removing and replacing toilets, urinals, sinks, etc. Work with common plumbing materials such as copper, PVC, cast iron, steel and galvanized pipes and fittings;
- Performs basic preventive maintenance on HVAC equipment;
- Keeps records of work and makes reports;
- Assumes prime responsibility for the security of material, equipment, tools used on the job site, shop and vehicles;
- May be assigned crew leader for specific projects;
- Performs snow/ice removal duties during the winter;
- Inspects and tests equipment, meters, safety devices, ladders, and tools for safety infractions;
- Makes recommendations for conservation of energy;
- Performs related tasks as required.

## **THE QUALIFICATIONS**

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

As a career development level, requires five years experience in building maintenance and repair work, plus a minimum of 60 classroom hours at a vocational school in building trade coursework or 12 credit hours at a community college in courses related to the occupation, such as pre-engineering, math, science, project management, Building Trade Certification, etc., or a combination of education and demonstrated experience equivalent. **SPECIAL REQUIREMENTS:** Must possess a valid drivers' license issued by the Commonwealth of Virginia.

### ***Knowledge, Skills and Abilities***

Thorough knowledge of the methods, materials, tools and equipment used in general building maintenance work with advanced knowledge of methods, tools and equipment of one of the building trades; thorough knowledge of occupational hazards and necessary safety precautions associated with work; ability to use test meters, read building prints, schematic drawings, and research parts and materials for projects; ability to communicate orally and in writing; must be very familiar with the County office buildings' systems including water, sewer, electrical, HVAC, sprinkler and alarm systems; knowledge of basic computer programs such as Microsoft Word, use of email, and Outlook Calendar.

## **THE PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS**

Involves frequent walking, lifting and carrying objects weighing up to 50 lbs. Frequently works from ladders, in cramped spaces, in dusty conditions, and in inclement weather; regular contact with individuals from other departments and the general public. Work requires dexterity in using of both hands, hand-eye coordination and processing basic mechanical sequence of events.

## **THE SALARY RANGE**

The hiring range for this position is \$18.15 - \$23.69 per hour (approx. \$37,767 - \$49,286 per year). Starting offer is based on applicable education beyond minimum requirements and internal equity. The position also provides excellent benefits including 12 paid holidays, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, VRS retirement, and continuing education/training opportunities. This is a full time, FLSA non-exempt position. *Internal candidates will receive pay adjustments in accordance with Local Government Personnel Policy, §P-60.*

**DEADLINE FOR APPLICATIONS:** Position open until Friday, December 30, 2022 at 5:00 pm EST

**Virginia Values Veterans**

**Albemarle County is a V3 Certified Organization**

## **EOE/EEO**

Albemarle County is an equal employment opportunity employer, and does not discriminate against any group or individual on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in regards to any aspect of employment policy and practice: recruitment, testing, selection, assignment, pay, conditions of work, training, leave, overtime, promotion, discipline, demotion, and separation.