

## **WORCESTER COUNTY JOB OPPORTUNITIES**

**DEPARTMENT:** DEPARTMENT OF PUBLIC WORKS – MAINTENANCE

**JOB TITLE :** BUILDING MAINTENANCE MECHANIC III  
**COMPENSATION:** GRADE 21/STEP 1- \$57,762 ANNUALLY/\$27.77 HOURLY  
GRADE 21/STEP 10- \$72,114 ANNUALLY/\$34.67 HOURLY  
\*BASED ON EXPERIENCE

**JOB TITLE :** BUILDING MAINTENANCE MECHANIC IV  
**COMPENSATION:** GRADE 23/STEP 1 \$63,710 ANNUALLY/\$30.63 HOURLY  
GRADE 23/STEP 10 \$79,539 ANNUALLY/\$38.24 HOURLY  
\*BASED ON EXPERIENCE

**WORK LOCATION:** WORCESTER COUNTY MAINTENANCE DIVISION OFFICE, 6113 TIMMONS RD. SNOW HILL, MD 21863- WITH WORK ACROSS WORCESTER COUNTY BUILDINGS/GROUNDS

**WORK SCHEDULE:** NORMAL WORK SCHEDULE IS TUESDAY-FRIDAY, 6AM-4:30PM  
(4, 10-HOUR DAYS)

\*\*\*ADDITIONAL PAY WHILE ON CALL- \$28.57/DAY

**APPLICATION PERIOD: UNTIL FILLED**

**JOB SUMMARY:** Under minimal supervision, this position is responsible for performing all maintenance, diagnostic and repair tasks for all County-owned and operated equipment and buildings within budgetary constraints and in compliance with safety policies and procedures of the County. This will include all electrical & HVAC oversight, installation, repair, maintenance, upgrades and renovation work. This position reports directly to the Maintenance Supervisor.

### **GENERAL REQUIREMENTS**

- Pre-employment background check
- Safety sensitive position requiring drug and alcohol testing
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points (MD)
- On-call rotation with other personnel
- Essential personnel subject to emergency call-back with little or no notice

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Perform all electrical, mechanical, plumbing, fire alarm, sprinkler system, voice & data work as required to keep all of the county-owned facilities safely functional as required for the occupants and end users

- This position shall require Assistant/Apprentice registration for HVACR work to be performed under the direct supervision of the County's Master HVACR
- Operate small heavy equipment as required to excavate trenches for duct banks, domestic water lines, sanitary lines, etc. as required to convey utilities and services to, or within, county-owned facilities
- Perform general administrative duties relative to the operation and maintenance requirements of county-owned facilities
- Assist in the planning and organizing of building maintenance operations
- Provide status updates for Work Order Requests via a county-owned personal computer using a county-contracted Internet Maintenance Management System
- Inventory and order parts to make necessary equipment repairs
- Prepare and verify requisitions for materials. Tracks material deliveries and vendor invoices
- Maintain accurate records of time and materials spent to accomplish repair tasks
- Monitor preventive maintenance contracts with suppliers and other contractual maintenance activities
- Work with a team concept to provide general supervision for all building repair requirements. This will include but is not limited to, developing/implementing/maintaining preventive maintenance schedules
- Participate in the physical work as necessary to accomplish assigned tasks within the required timeframes
- Train others to develop the correct preventive maintenance skills to maintain buildings to industry standards
- Complete assigned tasks accurately and by established deadlines
- Cross train and back up other staff as needed
- Establish and maintain harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Comply with safety programs, procedures training, fire drills, COOP plans, etc. and work safely
- Knowledge of proper safety procedures and PPE utilization at all times to perform job related duties
- Ensures confidentiality of information and records and comply with record retention schedule
- Adhere, support, and enforce Worcester County Government Personnel Rules & Regulations
- Perform all other duties as required or assigned

#### **QUALIFICATIONS AND SKILLS**

- Graduation from high school or equivalent diploma plus 7+ years of experience in all phases of building operational maintenance/repair with emphasis on electrical and HVAC
- Must have the ability to use personal computing to work with Microsoft Office products, email messages & applications and the internet for reporting processes
- Possess and maintain an EPA 608 Universal Technician's Certificate

- Possess and maintain a State of Maryland Journeyman electrical license or equivalent license
- Ability to possess and maintain a Grade 4 Stationary Engineer's License
- Ability to obtain and maintain a Class B Commercial Driver's License within 1 year of employment.
- Thorough knowledge of the semi-skilled and skilled labor tasks using hand and power operated tools to perform the maintenance/repairs of buildings and their components involving electrical and HVAC
- Communication (written and verbal) and math skills to independently perform required duties
- Knowledge of safety requirements and procedures related to building maintenance
- Ability to read all types of blueprints; including but not limited to; architectural, mechanical, plumbing, electrical, etc.
- Ability to operate computers to perform diagnostic checks and change set points of remotely operated HVAC control systems
- Ability to complete assigned tasks by established deadlines
- Ability to follow verbal and written instructions; read street signs; keep records and logs; complete written forms; and to communicate effectively with the public and coworkers
- Ability to apply acquired knowledge to increasingly varied and complex tasks
- Valid driver's license and driving record of less than 4 points (MD)

#### **BUILDING MAINTENANCE MECHANIC IV**

- This position functions as a Building Maintenance Mechanic & Master Electrician
- The education and skills listed above, plus 10+ years of experience in all phases of building maintenance and electrical maintenance/repair/installation with extensive technical knowledge of HVACR equipment/systems and associated automated temperature control systems
- Perform a full range of work, such as troubleshooting, installing, modifying and repairing all components of a building to include but not limited to; all electrical, fire alarm systems, burglar alarm systems, sprinkler systems, voice & data systems, plumbing, sanitary systems, HVACR and generators
- Install, maintain, modify repairs, load, and test, electric systems, circuits and devices, fixtures, controls, distribution panels and outlets boxes, as well as a wide variety of electrical fixtures, tools, and appliances
- Using maintenance schedules, inspection reports, and/or work orders, performs maintenance services, diagnoses systems or equipment malfunction and repairs as necessary. This includes systems such as single phase and three phase panels, motor control centers, automatic transfer switches, sewage ejection pumps, HVACR air handlers/ATC systems/refrigeration equipment, fire alarm and burglar alarm systems
- Determine and install wiring, conduits, fixtures, transformers, and other electrical devices in the size, type, and arrangement required by code for proper and safe operation

- This will include working from building plans, blueprints, wiring diagrams, engineering drawings, and electrical maintenance and repair manuals
- Instruct others in the operation and maintenance of tools and equipment used in building maintenance
- Possess and maintain a State of Maryland Master Electrician's license
- Ability to possess and maintain a Journeyman HVACR license
- Possess and maintain a Class A Commercial Driver's License
- Ability to lead and instruct others

### **SAFETY ANALYSIS**

*(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)*

Heavy Work; Constant viewing and lifting over 10lbs; Frequent talking, hearing, carrying, pushing, pulling, lifting and moving of objects over 25lbs; Occasionally over 50lbs. Known hazards include risks associated with impacts, heat, chemicals, and sharp objects. Exposure to potentially hazardous conditions such as, working with electricity and confined space entry (training is provided) as well as adverse weather conditions.

## **Worcester County Government Benefits Information**

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

### **Paid Time Off**

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 15 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2024.

### **Medical Benefits**

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

### **Retirement**

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

### **Part Time Employees**

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

### **Extras for All Employees**

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

**For more information**, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.