AUBURN
Human Resources

Maintenance Mechanic 4H Center

Job Description

JOB INFORMATION

Job Code	CA34
Job Description Title	Maintenance Mechanic 4H Center
Pay Grade	ST12
Range Minimum	$43,740
33rd %	$51,030
Range Midpoint	$54,670
67th %	$58,320
Range Maximum	$65,610
Exemption Status	Non-Exempt
Approved Date:	9/24/2025 9:09:15 AM

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Mechanic

JOB SUMMARY

Responsible for the maintenance and repair of buildings, grounds, and facilities at the Alabama 4H Center.

RESPONSIBILITIES

- Installs, troubleshoots, and repairs numerous types of HVAC systems and equipment to maintain environmental systems at a comfortable level through center lodging, meeting, and dining spaces.
- Installs, troubleshoots, and repairs numerous types, models, and makes of commercial kitchen equipment to support the 4H Center's commercial food operation services.
- Installs, troubleshoots, repairs, and maintains numerous outdoor campus lighting systems for the safety and security of campers and staff.
- Installs, troubleshoots, repairs, and maintains plumbing systems campus-wide, including pressurized potable water, sanitary sewer, and storm water systems, in order to maintain adequate sanitation services throughout the 4H Center.
- Maintains indoor and outdoor surfaces in regards to painting structures and objects. Maintains professional appearance of the 4H Center extending service life through proper surface prevention and maintenance.
- Troubleshoots, repairs, and maintains all vehicles, lawn care, and farm maintenance equipment to enable serviceable equipment in support of large outdoor areas.
- Performs basic carpentry tasks such as wood and metal framing; installing or replacing doors, windows, locks; roofing, flooring, etc. Maintains buildings campus wide for function, safety, and appearance.
- Assists groundskeepers as needed to maintain campus grounds.
- Services and maintains all elements and facilities of the environmental sciences and education programs to support education programs at multiple sites around the 4H Center.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED		and	5 years of	experience in building maintenance, mechanics, electricity, HVAC, plumbing, carpentry, painting, and groundskeeping.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of basic electrical codes and procedures, basic knowledge of all phases of construction practices	
Knowledge of mechanics and operations of all hand tools, and groundskeeping equipment.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Certification as a Universal Refrigerant Technician or the ability to obtain	within 180 Days	Required	And
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting	X					
Climbing				X		
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold					X

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme heat					X
Humidity					X
Wet					X
Noise					X
Hazards					X
Temperature Change					X
Atmospheric Conditions					X
Vibration					X

Vision Requirements:

Ability to see information in print and/or electronically.