



JOB INFORMATION

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|-------------------------|--------------------------------|
| Job Code | CA34 |
| Job Description Title | Maintenance Mechanic 4H Center |
| Pay Grade | FM12 |
| Range Minimum | \$43,600 |
| 33rd % | \$50,870 |
| Range Midpoint | \$54,500 |
| 67th % | \$58,130 |
| Range Maximum | \$65,400 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 6/4/2021 |

JOB FAMILY AND FUNCTION

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|---------------|---------------------------------------|
| Job Family: | Facilities, Maintenance, & Operations |
| Job Function: | Facilities & Land Maintenance |

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.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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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 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 | High School Diploma or equivalent | 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 |
| Extreme heat | | | | | X |
| Humidity | | | | | X |
| Wet | | | | | X |
| Noise | | | | | X |
| Hazards | | | | | X |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Temperature Change | | | | | X |
| Atmospheric Conditions | | | | | X |
| Vibration | | | | | X |

Vision Requirements:

Ability to see information in print and/or electronically.