

# **Lauderdale County- Job Description**

## **Maintenance Department- HVAC Maintenance Worker**

### **Job Context**

The HVAC Maintenance Worker is a full-time, permanent position in the Maintenance Department. The person in this position is supervised daily and supervises fine workers. The HVAC Maintenance Worker works regular hours, year-round and occasionally works overtime, at night and on weekends. The person in this position does not work shift work and is occasionally on call. 50% of the work for this position is indoors and 50% is outdoors and requires work done in all types of weather conditions. The position has accountability for safety and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and/or hazardous materials on a daily basis. This exposure includes, but is not limited to, weed killers, floor cleaners, and NC chemicals. The person in this position must have a valid driver's license. In addition to a high school diploma or its equivalent, this person must also hold the necessary certifications to purchase and maintain common HVAC systems. The person must be confident and experienced in electrical and plumbing work. The stress level associated with this position is moderately low. Physical work involved with this position includes, but is not limited to, lifting, climbing, and performing light to medium labor.

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

#### **Knowledge:**

- HVAC Certified
- Electrical and plumbing knowledge
- Other maintenance related tasks
- Locations of County properties
- Safety procedures and policies concerning departmental equipment
- Procedures and methods for cleaning various types of surfaces
- Proper storage and use of cleaning chemicals
- Proper grammar and proper use of English in speaking and writing
- Computerized software, including word processing and spreadsheets
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning employee safety
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

#### **Skills and Abilities:**

- Prioritize daily workflow
- Work as a team member with other employees
- Meet specified deadlines
- Make decisions within specified time restraints

- Communicate effectively with residents, elected officials, other County employees, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Develop, implement, and follow departmental and County procedures