

**NOTICE**

There is a job opening in the **BAY COUNTY BUILDING AND GROUNDS DEPARTMENT.**

**JOB TITLE: MAINTENANCE IV**  
Heating, Air Conditioning and Ventilation  
Specialist in the Law Enforcement Center

**RATE OF PAY:** \$15.35 per hour entry, progressing to  
\$18.25 per hour after 2 years (TU08)

Full-time position, with benefits.

In accordance with the Agreement between the County and Local 15157, United Steelworkers, preference may be given to County employee applicants.

**GENERAL SUMMARY:**

Under direct supervision of the Maintenance Supervisor acts as lead maintenance person in the Law Enforcement Center. Performs a variety of semi-skilled and skilled building maintenance tasks. Work includes maintenance involving carpentry, plumbing, electrical, heating, air conditioning, refrigeration and masonry repairs.

**TYPICAL DUTIES:**

1. Confers with supervisor and jail personnel to receive assignments, establish priorities and schedule work repair projects.
2. Estimates in conjunction with supervisor, type and amount of material necessary for job.
3. Performs electrical repairs such as installing light fixtures, adding electrical outlets and replacing switches and fuses.
4. Performs plumbing repairs such as opening clogged drains, draining water fountains and repairing plumbing fixtures such as faucets and sinks; mends leaking or bursted pipes.
5. Maintains and repairs heating and cooling equipment such as make up air units, chillers, boilers, condensers, motors and pumps.
6. Maintains and repairs security equipment such as low voltage electronic locks and electronic magnetic locking system.
7. Observes operation, monitors gauges and instruments, and performs routine service and maintenance operations on heating system.
8. Uses a variety of power and hand tools along with various testers and metering devices.
9. Frequently is placed in an on-call status for emergency repairs.
10. Repairs, evacuates and recharges refrigeration equipment.
11. Maintains proper operating condition of door closers and locks.
12. Updates records of equipment to reflect service performed on each piece of equipment.
13. Runs telephone and computer lines and terminates connections.
14. Plows county parking lots. Shovels snow and salts sidewalks and entrances.
15. Directs temporary workers that might be assigned.
16. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**QUALIFICATIONS:**

Requires knowledge in the following areas: air conditioning, refrigeration, hot water boilers, low pressure steam boilers, gas fired forced air furnaces, heat exchangers, ventilation equipment, plumbing, variable speed pumps, electrical and general maintenance and preventative maintenance.

Requires certificates for air conditioning, refrigeration, boilers, universal refrigeration recovery license and a minimum of three years on the job experience. Must be able to read electrical, mechanical, plumbing and architectural drawings. Applicants may be required to take written and/or other examinations.

**Physical Requirements:** This position requires sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 20-50 pounds of force up to one third of the time.

Make application online at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) or by US mail/in person at the Bay County Personnel and Employee Relations Department, 515 Center Avenue, Bay City, Michigan 48708 no later than **4:00 p.m., Tuesday, September 3, 2013.**

**AN EQUAL OPPORTUNITY EMPLOYER**

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."