

NOTICE

There is a job vacancy in the **BAY COUNTY BUILDING AND GROUNDS DIVISION.**

JOB TITLE: MASTER ELECTRICIAN/MAINTENANCE

**PAY SCALE: \$16.94 per hour entry, progressing to \$20.18 per hour after 2 years (TU09)
[Plus \$2.00 per hour for use of license]**

In accordance with the Agreement between the County and Local 15157 U.S.W., preference may be given to qualified County employee applicants.

GENERAL SUMMARY: Under direct supervision of the Maintenance Supervisor, performs a variety of skilled and semi-skilled building maintenance tasks. Activities will include electrical service installation, new circuit installation, electrical repairs, heating, air conditioning, carpentry and plumbing repairs. Will lead maintenance workers on specific projects.

TYPICAL DUTIES:

1. Confers with supervisor 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 installation and repairs such as installing new circuits, adding new service, adding electrical outlets and replacing switches and fuses, rewiring, etc.
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 air handlers, chillers, boilers and condensers.
6. Maintains and repairs security equipment such as low voltage electronic locks, electronic magnetic locking system, cameras and monitors.
7. Observes operation, monitors gauges and instruments and performs routine service and maintenance operations on heating and cooling units.
8. Uses a variety of power and hand tools along with various testers and metering devices.
9. Frequently is placed on-call status for emergency repairs.
10. Updates records of equipment to reflect service performed on each piece of equipment.
11. Plows snow and assists in snow removal & salting.
12. Directs temporary workers that might be assigned.
13. Installs telephone, computer and video lines to various locations.
14. Routinely applies for electrical permits when required.
15. Assists in moving furniture and equipment when necessary.
16. May assist in painting when necessary.
17. 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 exchanges, ventilation equipment, plumbing, electrical and general maintenance and preventative maintenance. Job requires heavy lifting and climbing, and can be physically demanding. Must remain courteous in dealing with employees and the public even under stressful conditions.

Requires Master Electrician's license and facility electrical contractors license and a minimum of four years on the job experience. Must have a valid vehicle operator's license and acceptable driving record. 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 for this position at the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, MI 48708-5121, no later than **4:00 p.m. Friday, February 4, 2011.** Applications are also available at: www.baycounty-mi.gov

AN EQUAL OPPORTUNITY EMPLOYER

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