

LEE COUNTY COMMISSION

**Chairman**  
 Bill English, *Probate Judge*  
 Mailing Address:  
 P. O. Box 666  
 Opelika, AL 36803-0666  
 (334) 737-3660 phone  
 1-855-212-8024  
 www.leeco.us



**Members**  
 Doug Cannon, District 1  
 Ross Morris, District 2  
 Gary D. Long, District 3  
 Tony Langley, District 4  
 Richard LaGrand, District 5

**JOB ANNOUNCEMENT**

<b>Job Title:</b> Maintenance Mechanic	<b>Hours of Availability:</b> Monday – Friday 8:00 am – 5:00 pm
<b>Closing Date:</b> Until filled	<b>Position Announcement:</b> BGM26-04-2024
<b>Work Location:</b> Lee County, AL	
<b>Division/Department:</b> Building Grounds Maintenance	
<b>Reports to:</b> Building Grounds Maintenance Supervisor	
<input checked="" type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> <b>Part-time</b>	<b>Pay Range:</b> \$49,699.49 - \$57,154.41

**JOB SUMMARY:** This position performs technical duties in the installation, repair and maintenance of various facility systems and support components necessary for County funded departments with additional responsibilities of a more difficult nature assigned over those in the class of Maintenance Mechanic I. Duties are performed in a variety of technical areas but may be specialized in nature on a more frequent basis.

**ESSENTIAL JOB FUNCTIONS:**

- Performs facility systems duties as assigned:
  - Controls HVAC temperatures via computer
  - Repairs and maintains HVAC systems.
  - Installs, repairs, and maintains plumbing systems.
  - Troubleshoots and repairs electrical problems.
  - Reads electrical prints and makes appropriate installations.
  - Maintains and repairs jail intercoms and closed-circuit television cameras.
  - Maintains commercial laundry and kitchen equipment in jail.
  - Maintains and repairs jail generators.
  - Repairs jail doors and locks.
  - Installs wiring in county buildings.
- Performs support component duties as assigned:
  - Designs and installs cabinets and shelves.
  - Performs carpentry work.
  - Installs emergency equipment on Sheriff’s Office vehicles.
  - Maintains electrical components of Sheriff’s Office vehicle fleet.
  - Operates bucket truck when necessary.
  - Maintains/Repairs Lawn Equipment
  - Performs painting work.
  - Performs masonry work, pours concrete slabs.
- Estimates material needs and places appropriate orders.
- Responds to citizens’ questions and comments in a courteous and timely manner.
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

*(level of knowledge varies dependent upon assignment)*

- Knowledge of county and department regulations, policies, and procedures.
- Knowledge of the installation, repair, and maintenance of electrical systems.
- Knowledge of automobile maintenance and repair principles.
- Knowledge of HVAC maintenance and repair principles.
- Knowledge of plumbing system installation, repair, and maintenance.
- Knowledge of carpentry principles.
- Knowledge of occupational hazards and safety requirements.
- Knowledge of programmable logic controls.
- Knowledge of traffic hazards, safety principles, rules, regulations, and speed limits.
- Skill in the operation of job-related tools and equipment.
- Skill in welding and the fabrication of parts.
- Skill in the reading of electrical system schematics.

**QUALIFICATIONS:**

- High School diploma/GED and two (2) years of related experience, or equivalent.
- Possession of EPA certification.
- Possession of a valid driver's license issued by the State of Alabama.

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office (215 South 9<sup>th</sup> Street, Opelika, Alabama) Monday through Friday, between the hours of 8:30 AM and 4:30 PM. An employee in this position is subject to random drug/alcohol testing. Interested applicants may also fax a completed application to (334) 737-3609 or emailed to [humanresources@leeco.us](mailto:humanresources@leeco.us) by the closing date. Previous applicants should reapply. For more information visit: [www.leeco.us](http://www.leeco.us).

Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on **race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information** or any other characteristics protected by law. *To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).*