

WINNEBAGO COUNTY JOB DESCRIPTION

**NON-BARGAINING
UNIT**

**STEP AND GRADE:
10**

**DATE LAST PRINTED:
July 18, 2007**

JOB TITLE: ASSISTANT BUILDING ENGINEER A24N

Summary of Responsibilities

Under direction, assists the Building Engineer; plans, supervises, and coordinates the activities of skilled, semi-skilled, and unskilled workers in maintenance and repair of the building, building fixtures, operational systems, equipment, and grounds; performs complex repair work.

Illustrative Examples of Work

1. Assigns and oversees the activities of workers engaged in the installation, maintenance, and repair of power, heating, cooling, and refrigeration systems, equipment, fixtures, and grounds; instructs and suggests maintenance procedures as needed and may personally perform maintenance functions requiring advanced skill.
2. Schedules preventive maintenance and conducts spot checks on all types of maintenance and repair work to ensure that safety and workmanship standards are met.
3. Assigns and supervises remodeling of office space including demolition and construction of walls, doors, ceilings, floors, electrical outlets and painting; must be able to read blue prints.
4. Makes recommendations for the requisition of equipment, services and supplies; places order with vendor directly in emergency situations; maintains equipment and supply inventory.
5. Hires, trains, supervises, and evaluates the performance of all department staff; prepares safety, incident, and other reports and maintains appropriate records; schedules in-service for department staff.
6. Maintains snow/ice free walks, drives and parking areas at the Courthouse Complex, Animal Services, Memorial Hall and the Juvenile Detention Center.
7. Oversees necessary repairs at Animal Services and Memorial Hall that cannot be handled by their part time janitors.
8. Assures work being performed by sub-contractors is completed timely and to specifications.
9. Accesses the computer to maintain the physical functions of the Courthouse; knowledge of computerized equipment.
10. Attends and participates in fire drills, in-service training, and other required meetings and activities. Functions as safety facilitator, participating in periodic safety meetings.

Education

-Requires high school diploma or GED with completion of trade school or two years of college or equivalent.

Experience

-Requires three years of progressively responsible experience in the building construction or general trades industry, including one year as foreman or supervisor.

-Requires extensive knowledge of building construction, operational systems, and general maintenance.

Abilities

-Requires ability to pass required physical examinations.

-Requires ability to plan, develop, coordinate, and administer department activities. Requires ability to supervisor subordinate personnel.

-Requires knowledge/understanding of IDPH (Illinois Department of Public Health) rule and regulations.

-Requires ability to prepare reports and maintain appropriate files. Requires ability to communicate effectively orally and in writing.

-Requires ability to participate in workshops, seminars, and other continuous educational programs as required.

-Requires ability to establish and maintain satisfactory working relationships with other department heads, staff, and the general public.