

Position Title: Maintenance Technician

FLSA Status: Non-exempt

Reports to: Buildings/Facilities Manager

Pay Grade: 13

Department: Buildings/Facilities

I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position is responsible for performing building maintenance tasks in one or more field, for example, carpentry, electrical, heating, ventilation, and air conditioning, plumbing, etc.

II. Essential Duties and Responsibilities

- Performs skilled maintenance and repairs on structures, facilities and equipment in one or more of the trade disciplines, i.e., electrical, electronics, plumbing, HVAC, carpentry.
- Performs installation of units, systems and components of the assigned work, i.e., alarm systems, plumbing features, control panels, windows.
- Reads blueprints, diagrams, specifications, manuals, and/or sketches in the preparation and performance of tasks.
- Ensures all work performed adheres to established safety standards, building codes and regulations, and engineering standards where applicable.
- Performs preventive maintenance according to assigned schedules or when directed.
- Operates various standard hand-held manual, electrical, and gas powered tools and equipment.
- Operates a variety of specialized trade specific tools and equipment, i.e., diagnostic instruments, welders, leak detectors, trade specific meters and gauges.
- Works in a variety of confined or enclosed spaces, i.e., ceilings, boiler rooms, cells, duct systems.
- Performs various record maintenance duties where applicable, i.e., work orders, materials and supplies ordered/utilized, cost estimates, labor required, maintenance logs.
- Recognizes and reports any detected deterioration, repair needs, and maintenance needs.
- Maintains appropriate protection levels in the proper care and use of barrier devices for protection against Blood Borne pathogens. Ensures proper use, maintenance, care, and accounting of materials, tools and equipment.
- May operate an agency vehicle.

III. Related Job Functions

- Performs related work as required or directed.

IV. Physical Demands

- Sits, stands, bends, lifts, pushes, pulls, and moves intermittently during work hours.
- Is subject to frequent interruptions.
- Is willing to work beyond normal working hours, and in other positions temporarily or when necessary.
- Is subject to cuts, bruises, falls, a burn from equipment, odors, etc.
- May be subjected to infectious diseases, substances, contaminated articles, etc.
- May be required to work in cramped spaces.
- Is required to work in adverse weather conditions.
- Is required to be ON-CALL for emergency conditions/situations.
- Is able to speak the English language in an understandable manner.
- Is able to lift, push, pull, and move heavy equipment and supplies throughout the workday.

V. Education and Training Requirements

- High school graduate or GED; 1-2 years vocational experience and 2-4 years of maintenance work in a medium-sized building. In evaluating candidates for this position, the County may consider a combination of education, training and experience, which provides the necessary knowledge, skills and abilities to perform the duties of the job.
- Required: HVAC Journeyman License
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.