



Job Description

Title:	Facilities Maintenance Technician	Classification:	300
Division:	Administration	Job Code:	340.1
Department:		Last Revised:	
FLSA Cat:	Non-Exempt	Pay Grade:	15

GENERAL PURPOSE

Performs a variety of **general administrative and field supervisory** duties related to implementing the day-to-day programs and schedules for maintenance and repair of county facilities and environment. Performs **routine and general maintenance** on complex heating, ventilation, plumbing, electrical and climate control systems and equipment control.

SUPERVISION RECEIVED

Works under the general guidance and direction of the assigned County Commissioner

SUPERVISION EXERCISED

Provides close to general supervision to lower level Maintenance Workers and volunteers.

ESSENTIAL FUNCTIONS

Monitors employee performance related to specific tasks and projects; performs as a project leader, assures safety and compliance with department, state and federal regulations; delegates assignments and ensures quality standards are met.

Assists to develop annual projections of materials, equipment, and supplies as required; monitors inventory controls and material usage; identifies purchasing needs.

Assists in developing preventive maintenance programs; performs routine level preventive maintenance on facility systems and equipment; maintains air conditioning systems; domestic hot water systems, boiler, refrigeration units, compressors, lighting systems, pneumatic controls, electrical and electronic controls, etc.

Performs on-call duties; performs various office duties; data enters project records, material usage, costs etc.; enters or creates work order records.

Oversees and participates in the maintenance of facility environment; mows lawns, trims bushes and shrubs, grooms flower beds and related garden areas; operates hand and power tools; operates heavy equipment, i.e., bucket truck, plow, tractor, etc. to perform maintenance activities including snow and ice removal.

Monitors and oversees work projects performed by contractors and subcontractors; assures project progress and delivers reports to the Maintenance Supervisor or Facilities Manager.

Monitors inventory of chemicals, solvents, and related agents; assures availability of supplies and materials essential to the daily maintenance of county facilities and grounds.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school
AND

B. Two (2) years of experience performing above or related duties;
OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

General knowledge of construction codes and standards; effective practices in floor, carpet, and wood work; tools, materials, and equipment essential to building maintenance, construction, and repair. **Some knowledge of** principles of supervision; personal computer and various software applications or specialized facilities management software; interpersonal communication skills.

Ability to direct and control a small crew of workers performing similar duties; read and interpret blueprints; work under varying weather conditions; communicate effectively, verbally and in writing; develop effective working relationships with elected officials; subordinates, and the public.

3. Special Qualifications:

Must possess a valid Utah driver's license.

4. Work Environment:

Incumbent of the position performs both indoor and outdoor physically demanding duties. Tasks require a variety of physical activities, generally involving muscular strain, such as lifting, walking, standing, stooping, reaching, hearing and seeing. Common eye, hand, finger, leg and foot dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking, and guided problem solving. May be required to lift an excess of 75 pounds in a normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)