

**CAMPBELL COUNTY FISCAL COURT
POSITION DESCRIPTION**



Position Title:	Maintenance Technician
Department:	Building Maintenance
Reports To:	Facilities and Fleet Director
FLSA Status:	Non-Exempt, hourly
Employment Status:	Full Time – 80 hours bi-weekly
Pay Grade:	4

SUMMARY

The Maintenance Technician, under general supervision, performs all general building and grounds maintenance tasks needed within county owned buildings, grounds and parks and property including but not limited to maintenance of electrical, plumbing, mechanical and other related building systems and equipment.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES include, but are not limited to:

- Performs various general building maintenance functions including but not limited to installing, inspecting, repairing and maintaining electrical, plumbing, mechanical and other related building systems, and painting buildings and equipment;
- Performs grounds and park maintenance work requiring specific skills, such as trimming trees, maintaining irrigation systems, and selecting and applying insecticides, herbicides and fertilizers;
- Operates various types of machinery and mowing equipment (i.e. scattrack/bobcat, lift truck with single bucket, backhoe, trucks, tractors, lawnmower, weed eater and snowplow);
- Installs, inspects, repairs, and maintains electrical, plumbing, mechanical and other related building systems;
- Performs installation and repair tasks using various hand, electrical and power tools;
- Repairs and monitors electrical systems;
- Demonstrates initiative to survey work areas to determine the need for additional maintenance, related or unrelated to the original project or assignment;
- Makes adjustments, repairs or replacement of temperature controls, air/water filters, compressors and motors on HVAC systems using service manuals and/or information posted on the internet;
- Inspects various building systems and determines necessary repairs or maintenance needs and makes recommendations;
- Replaces light fixtures, switches or outlets;
- Performs on-going and preventative maintenance and repair of facilities, equipment, and grounds;
- Performs various minor repairs and cleaning of tools, equipment and vehicles;
- Assists in the maintenance and repair of security hardware;
- Performs various cleanup, janitorial and maintenance tasks as needed, including but not limited to mopping, sweeping, stocking, shoveling and salting sidewalks, mowing and spraying of grass;
- Works with a computer-based work order ticket system, pulling and completing work orders and entering required information into the system;
- May supervise building, custodial, parks maintenance staff, and inmates from the Detention Center in the work release program as necessary;
- Responds to after-hours emergency building maintenance requests and requests for services at special events;
- Interacts with the public in a professional and courteous manner; and
- Assumes duties/responsibilities of coworkers and performs other duties as required.

QUALIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES)

- Ability to work independently to troubleshoot and address service calls.
- Ability to understand and prioritize work plans to complete assignments with quality work and in a timely manner;
- Knowledge of building maintenance procedures and techniques including electrical, plumbing, carpentry, heating and cooling (HVAC), masonry, sheet metal, plastering and painting;
- Knowledge of and ability to properly and safely use hand tools, power tools and mowing equipment;
- Knowledge of local, state and federal codes to perform installation, maintenance and repair work which will meet code requirements;
- Ability to meet the physical demands of the job which include, but are not limited to stand; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; walking, frequently lifting and/or move up to 50 pounds;
- Ability to work flexible schedule including weekends, evenings, holidays and special events;
- Ability to work in wet/or humid conditions, fumes or airborne particles, outside weather conditions; and
- Ability to meet and deal tactfully and courteously with the public and establish and maintain effective working relationship with other employees.

EDUCATION AND EXPERIENCE

High School Diploma or equivalent and two years building maintenance, construction, or semi-skilled trades work; or equivalent combination of education and experience.

NECESSARY SPECIAL REQUIREMENTS

- Possess a valid Driver's license; and
- Willingness and ability to respond to after-hours building emergencies and to staff special events; on-call position.

My signature below signifies that I have reviewed and understand the contents of the position description. I am aware of the requirements of the positions, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee Signature

Date

Supervisor Signature

Date