



# MAINTENANCE TECHNICIAN SENIOR JOB DESCRIPTION

Job Title: **Maintenance Technician Senior**

Job Code: **FM152**

Pay Grade: **119**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **March 2022**

## NATURE OF WORK

Under general supervision, coordinates and performs a variety of skilled maintenance functions on behalf of the Lewis County Facilities Maintenance Department.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Participates in the maintenance and repair of County facilities, buildings, grounds, and equipment.
- Responds to maintenance requests and/or emergencies from County departments.
- Repairs, installs, and performs preventative maintenance to HVAC systems; maintains heating, hot water, and boiler systems; operates air conditioning systems including chillers and cooling towers.
- Installs, tests, and maintains communications and data cabling systems; terminates, installs, and tests fiber optic lines.
- Performs phone systems maintenance; lays out and installs building communications wiring; programs phone systems; assigns phone extension numbers.
- Installs, repairs, and performs preventative maintenance to electrical systems; replaces and maintains light fixtures, ballasts, sockets, and switches.
- Monitors connections on electrical motors, compressors, and control boards; replaces motors, contactors, relays, fuses, and capacitors.
- Repairs, maintains, and installs plumbing systems and related equipment including water and drain lines, valves, pumps, flush valves, and faucets; removes drain clogs.
- Installs and maintains commercial dishwashers, laundry equipment, and gas clothes dryers.
- Operates and maintains the County's water system; monitors the water quality of swim area; obtains water samples and submits for laboratory testing; repairs and adjusts ozone disinfecting equipment.
- Conducts a variety of grounds maintenance functions; mows and maintains park grounds, campus areas, and/or other County grounds; installs and operates irrigation systems; applies pesticides.
- Performs new construction and/or facilities remodeling projects; lays out and installs building structural components; prepares project supply lists.
- Operates and maintains various types of facilities and grounds maintenance equipment including but not limited to tractors, mowers, chippers, trimmers, forklifts, and man lifts.
- Directs project staff in the completion of assigned maintenance projects.
- Prepares and maintains a variety of facilities maintenance records, reports, and documentation.
- Responds to maintenance emergencies during and after business hours including Blood Borne Pathogen (BBP) incidents.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in and around County facilities and involves exposure to variable weather conditions, electrical currents, hazardous materials and chemicals, and machinery with moving parts; subject to standing, walking, bending, reaching, kneeling, crouching, operating equipment, and lifting of objects up to 50 pounds.

**DISTINGUISHING CHARACTERISTICS:**

This is the senior level in the Maintenance Technician job series; this class differs from the Maintenance Technician by the nature and complexity of tasks performed and the higher level of independence granted.

**EMPLOYMENT STANDARDS:**

High School Diploma or G.E.D. equivalent; AND four (4) year's facilities maintenance experience working in a lead or journey level capacity.

Depending on area of assignment, a valid Class A Commercial Driver's License, Forklift Certification, Pesticide Applicator's License, CAT 5 Certification, First Aid/CPR Certification, and certification as a Certified Water System's Operator may be required.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- Principles and practices of facilities maintenance.
- Facilities maintenance operations, policies, and procedures.
- Regulations and standards governing the maintenance of public facilities.
- Facilities maintenance equipment/tools and methods of operation.
- Occupational hazards and safety practices relative to facilities maintenance work.

**Skills in:**

- Coordinating and performing a variety of skilled facilities maintenance functions.
- Assisting in ensuring the County's facilities, buildings, and equipment are safely and properly maintained.
- Responding to, troubleshooting, and resolving facilities maintenance issues in a timely manner.
- Safely operating and maintaining various types of facilities maintenance equipment and tools.
- Establishing and maintaining effective working relationships with other staff, County departments, contractors, vendors, and outside agencies.
- Communicating effectively verbally and in writing.