



# MAINTENANCE TECHNICIAN I

## JOB DESCRIPTION

Job Title: **Maintenance Technician I**

Job Code: **FM153**

Pay Grade: **115 - Casual**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **October 2007**

### NATURE OF WORK

Under close supervision, performs a variety of 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 service requests from County departments including maintenance repairs, deliveries, office moves, installation and assembly of equipment, and spill clean ups.
- Performs a variety of general building maintenance functions including carpentry, electrical, plumbing, painting, and floor maintenance.
- Changes HVAC filters; installs and replaces lighting fixtures; inspects and services fire extinguishers, exit lights, and emergency lighting.
- Repairs and maintains plumbing systems and related equipment including faucets, toilets, showers, and sinks; unplugs drains and water/sewer pipes; maintains irrigation systems.
- Performs various types of grounds keeping duties; mows and maintains lawns; performs weeding; prunes trees and shrubs; removes snow and ice from County walkways and parking lots.
- Maintains the County's Parks buildings, facilities, and grounds; obtains water samples and monitors chlorine and ozone levels; repairs sprinkler heads.
- Operates and maintains County water systems equipment including trap primers and back flow valves.
- Moves the County's surplus property to and from storage; retrieves and delivers surplus items to County departments and non-profit organizations; identifies, tracks, and stores surplus property.
- Participates in office relocation and/or remodeling projects; moves furniture within office areas and/or transports items to other locations.
- Prepares and maintains a variety of facilities records and documentation.
- Responds to maintenance emergencies during and after business hours including Blood Bourne 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 journey level in the Maintenance Technician job series; incumbents have acquired necessary facilities maintenance knowledge and are granted greater independence as further experience is gained.

**EMPLOYMENT STANDARDS:**

High School Diploma or G.E.D. equivalent; AND two (2) year's facilities maintenance experience.

A valid Driver's License, Forklift License, and First Aid/CPR Certification are 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:**

- Performing a variety of 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, outside agencies, and the general public.
- Communicating effectively verbally and in writing.