

WASHINGTON COUNTY
Job Description

JOB TITLE: Buildings Maintenance Technician

Exempt (Y/N): No

DEPARTMENT: Buildings & Grounds

DATE PREPARED: August 2011

SUPERVISOR: Building & Maintenance Director

SUMMARY:

The Buildings Maintenance Technician is responsible to carry out repairs, maintenance, and custodial tasks for the jail and other county buildings and grounds. The incumbent must prioritize when and how to complete repairs with jail staff/supervisors. The person in this position may provide recommendations to the Buildings & Maintenance Director as to the best method of maintaining and repairing elements to the County's buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Perform general carpentry, electrical, plumbing and maintenance work involved in the alteration, repair and maintenance of county buildings and equipment to include heating and air-conditioning systems.
2. Schedule and perform routine and preventative maintenance of air-conditioning and heating systems.
3. Coordinate all repairs with jail staff/supervisors.
4. Participate in safety and training programs, as necessary.
5. Perform all maintenance duties in an efficient, safe, and timely manner.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School diploma; trade school training and minimum of eight (8) years experience in plumbing and electrical. The incumbent must possess certification to perform air-conditioning/heating repairs.

OTHER SKILLS and ABILITIES:

The incumbent must have ability to read blue prints and have knowledge associated with understanding operation of complex mechanical equipment and construction details. The incumbent must be able to analyze problems and determine best method for repairs. The incumbent will be working in close proximity to prisoners. Must be alert to conditions and keep happenings confidential. Should possess excellent communication and interpersonal skills, as the incumbent must work with others when completing maintenance duties. General computer skills are helpful.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk or hear and use hands to finger, handle, or feel objects/controls. The employee must occasionally climb or balance, stoop, kneel, crouch, or crawl, reach with hands and arms, and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in high, precarious places, near moving mechanical parts, subjected to fumes or airborne particles, and at risk of electrical shock. Also, this individual may be subjected to outdoor weather conditions in the performance of the duties.