

Saguache County
Job Description

Job Title: Maintenance Technician
Department: Maintenance
Reports to: Maintenance Supervisor
FLSA Status: Nonexempt

SUMMARY

Constructs and repairs structural facilities, ensuring that such facilities are in good working order using woodwork, maintenance equipment and tools. Maintains grounds using tools and equipment.

Participates in performing maintenance of public buildings, structures, and grounds. Janitorial duties as needed. Ensures compliance with safety standards involving such public buildings, structures, and grounds for the benefit of County employees and public. Keeps all data and materials confidential and safe.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following, other duties may be assigned and will be performed as directed.

Places hazard signs to warn public of possible slick floors or other hazards.

Sweeps, Mops, scrubs, vacuums, buffs and dusts hallways, stairs and office space.

Dusts and cleans or polishes chairs, tables, shelves and other metal or woodwork including furniture and equipment.

Cleans windows, inside and outside, using ladders as needed.

Cleans and sanitizes bathrooms and examination rooms; replaces toilet paper, paper towels and other disposables as needed.

Collects and disposes refuse

Performs ground maintenance activities such as mowing lawns, trimming hedges, removing weeds and raking and disposing of leaves and refuse as needed.

Cleans sidewalks and outside area of debris or snow/ice as needed. May need to work after-hours/weekends.

Installs wood or metal parts. Installs glass or replaces broken glass as required. Erects or dismantles roofing or siding. Prepares irregular scaffolding which may be required.

May work as a plumber in assembling, installing and repairing pipes, fittings, and fixtures of heating, water and sewer systems. May need to perform after-hour/weekend plumbing activities in case of emergency May act as a carpenter in alteration, repair and maintenance of buildings, floors, roof, stairways, partitions, doors, windows, screens, scaffolding forms, wood fixtures, and furniture.

May handle handsaw, planer, jointer, sharper, table saw, drills, sanding machine, router and other mechanical and hand tools.

Maintains tools and machinery in good condition and uses all tools carefully and as instructed

Replaces damaged ceiling tile, floor tile and wall coverings.

Installs items such as window shades, blinds curtain rods, wall clocks and door locks.

Assists in moving furniture or providing other assistance to individual departments as needed.

Maintains building performing minor and routine painting.

Notifies Maintenance Supervisor of concerning need for any repairs or additions to lighting, heating and ventilating or other equipment or to the structure

Performs other related work as required by the Maintenance Supervisor.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

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 Graduate or equivalent. One to two years related experience and/or training; or equivalent of education and experience.

Relate to the public and respect confidentiality of information

LANGUAGE SKILLS

Ability to read and interpret complex documents. Ability to respond effectively to sensitive inquires or complaints.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables. Ability to define problems, collect data, establish facts and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS

None Required.

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 sit and talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle or feel. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those 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 is occasionally exposed to outside weather conditions. The employee is also exposed to hazardous situations which involve angry or upset employees or citizens. The noise level in the work environment is usually moderate.