



<p>POSITION DESCRIPTION</p> <p>Facilities Maintenance</p> <p>FLSA Status: Non Exempt EEO Code: Occupational Salary Grade/Band</p>	<p style="text-align: right;">9 June 2015</p> <p style="text-align: center;">Reports to: Duchesne County Buildings and Grounds Manager</p> <p style="text-align: center;">Revised: _____ Human Resources Initials: _____</p>
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<p>POSITION PROFILE</p> <p>Under the direction of the Maintenance Director, this position is responsible for performing moderate maintenance throughout the Duchesne County offices and facilities. This may include interior and exterior building maintenance and repair, including painting, drywall, minor electrical and plumbing, carpentry and HVAC. This position also responds to the maintenance and repair needs of the County Jail.</p> <p>Experience in a variety of maintenance, repair and construction activities is required. Person will provide quality customer service to the staff and public at all times.</p>
<p>GOALS</p> <ul style="list-style-type: none"> • To ensure work performance, effective time management practices, and attention to detail. • To maintain a safe and clean environment. • To adhere to best safety practices and comply with OSHA mandates.
<p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> • Assist Maintenance Director with operation and maintenance of equipment, tools, and supplies; • Ensures all equipment is road and field ready; • Ensures that all facilities and properties are free from hazards especially during times of construction or repairs; • Plans, prioritizes, and performs work in and around County grounds and facilities according to need and in response to work orders; • Checks work orders daily and completes in a timely manner; • Conforms to uniform dress code to comply with set safety standards under OSHA, and the National Fire Protection Association (NFPA); • Purchases items/parts as needed for preventative and scheduled maintenance; • Maintains adequate parts and supplies inventory in order to meet production and budget goals; • Completes all logs, requisitions, reports, data entry and documentation in a timely manner; • Recommends future needs for facility maintenance to Maintenance Director; • Assists Maintenance Director with updating and implementing facility maintenance SOPs; • Performs regular inspections for preventative wear and tear replacement, as well as safety; concerns;

- Follows procedures for the use, storage, and disposal of chemicals according to MSDS;
- Monitors building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created;
- Notifies manager concerning the need for major repairs or additions to building operating systems;
- Performs lockout / tag out procedures on equipment and notifies Maintenance Director and department staff of offline equipment;
- Performs minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools;
- Performs minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.) to provide operable and efficient plumbing capabilities to Department personnel;
- Performs minor painting, carpentry and masonry work (e.g. preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.) to provide operable and efficient facilities for Department personnel;
- Assists in performing minor HVAC work (e.g. adjusting and calibrating thermostats, pneumatic controls and HVAC and electric energy management systems; installing pipes for high pressure air systems; repairing water, gas, electric and air pipes and lines in or under floors, walkways, and walls; etc.) to maintain a comfortable temperature for employees and proper equipment operation using various hand, power and specialty tools.
- Replaces or updates inoperable or old building materials and appliances (e.g. motors, belts, pumps, window glass, sinks, doors, smoke alarms, cabinets, shelves, tile, light fixtures, filter systems, patios etc.) to provide a safe, comfortable working environment for employees using various tools and materials (e.g. welding equipment, ladders, power saws, hammers, drills, etc.); and
- Performs routine outdoor maintenance and upkeep (e.g. lawn mowing, planting, sweeping, snow shoveling, etc.).
- Performs other job related duties as assigned by the Maintenance Director as needed.

EDUCATION AND EXPERIENCE

- Associates Degree preferred, but not required;
- Two years general work experience; or
- Any combination of related education and apprentice, trades helper or equivalent experience in building construction, maintenance and repair. Allowable education includes technical training in a field related to building maintenance through a recognized trade union, technical school or equivalent.
- Possession of a current and valid Utah's Driver's license.

SKILLS/ABILITIES

- Knowledge of and experience in facilities maintenance and repair;
- Read and interpret blueprints, sketches and schematics as they relate to buildings and utilities services systems.
- Professional interpersonal communication skills;
- Skills in using hand and power tools;
- Ability to work quickly and accurately;
- Perform duties efficiently and under established and standardized safety procedures and

protocols.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Ability to understand and respond to directions and assignments.
- Ability to respond to inquiries from public, agencies, companies, and other departments to fulfill requests for information.

REASONING ABILITY

- Ability to take direction and prioritize work assignments.
- Ability to follow oral and written instructions.
- Ability to work independently as needed to support the group effort.
- Apply methods, practices, and procedures in preventative maintenance, inspection, repair, renovation, and minor construction of buildings and utilities.

PHYSICAL REQUIREMENTS

- Work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments.
- May lift 20-30 pounds regularly, up to 50-75 occasionally, and greater weights with a team or device.
- Employee must be able to maneuver in tight places when necessary.

HAZARDS

- Occasional exposure to unpleasant environmental conditions and/or hazards.
- Daily exposure to extreme temperature, wetness and/or humidity, respiratory hazards, noise and vibration, and physical hazards
- Frequent exposure to fire, mechanical and road hazards. Occasional exposure to chemical hazards, electrical hazards, and physical danger or abuse.
- Rare exposure to explosives or communicable diseases.
- Seatbelt, safety glasses, gloves, hard hat, dust masks, reflective vest, steel toe boots with an electrical hazard rating and FR clothing may be required.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.