



JOB DESCRIPTION

JOB TITLE: Maintenance Technician I

JOB CODE: 2700

DEPARTMENT: Varies

FLSA STATUS: Non-Exempt

REPORTS TO: Department Manager/Supervisor

SUMMARY OF JOB PURPOSE

Performs a variety of skilled and semiskilled maintenance tasks including inspection, repair, and upkeep of various County buildings, grounds, and facilities as assigned.

ESSENTIAL FUNCTIONS

1. Performs a variety of building maintenance tasks including basic carpentry, furniture repairs, carpet repairs/replacements, painting, plumbing, heating, electrical, and mechanical work; operates heavy equipment, hand, and power tools; assists with the maintenance of Town storm drain systems, streets, curbs, gutters, and sidewalks; assists with repair and replacement of traffic control markings and devices as needed.
2. May assist with special events at Town facilities and routine park reservations; assists with the setup and breakdown of meeting rooms; loads, transports, and unloads furniture, supplies, and other materials as required; may perform general custodial upkeep of building and office space; cleans up spills and unsanitary conditions when they occur; ensures compliance with OSHA regulations.
3. Assists with the operation, maintenance, and repair of the HVAC/boiler systems including, but not limited to, changing filters and greasing, repairing and/or replacing motors; inspects and changes belts, repairs and replaces fans, and services, adjusts, and repairs dampers.
4. May assist with minor automotive repairs such as lube, oil, and tire air checks; may assist with routine servicing and maintenance of equipment, including mowers and other various gas and diesel powered equipment and power tools; repairs and replaces equipment and components as necessary; determines type and quantity of supplies/equipment required ensuring it is within department budget constraints; submits completed requisition for authorization and processing.
5. May perform grounds keeping and maintenance involving mowing, trimming, edging, weed spraying, etc. and perform snow removal duties as necessary; may assist with the collection of solid waste from commercial and residential routes and transport collected waste to an approved site; ensures accurate records are kept for billing purposes and utilizes proper safety precautions in all work performed.
6. May inspect, maintain, repair, and/or modify fixtures and components in jail areas (cells, cellblocks, dining areas, booking areas, etc.); may assist with minor automotive repairs such as lube, oil, and tire air checks. May perform water system maintenance activities, including heavy labor, semi skilled and skilled maintenance work under the supervision of the maintenance supervisor.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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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 Diploma or General Education Degree (GED) and a minimum of two (2) years semiskilled to increasingly skilled maintenance work experience required. Education in basic auto diagnostics and/or electrical experience is desirable for certain positions; experience in public works, parks, facility maintenance, or other closely related experience is also desirable for some positions.

LANGUAGE SKILLS

Ability to read, write, and comprehend simple instructions, correspondence, and memos; speak effectively and/or present information before groups of customers and/or employees of the County.

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 common sense understanding to carry out detailed but uninvolved written or oral instructions; deal with problems involving a few concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Ability to use hand and power tools and perform skilled maintenance assignments at an operational but less than full journey-level in carpentry, electrical, plumbing, and HVAC. Possess knowledge of general maintenance techniques and methods, as well as safety requirements associated with the job.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; the ability to obtain a Nevada Commercial Driver's License and for certain positions, Grade I Water Distribution License after six (6) months of employment at the next available testing opportunity.

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, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee frequently is required to climb to a height of 20 feet, balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or carry up to 60 pounds. The employee must also be able to operate multi-functional heavy equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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WORKING ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, high and precarious places, and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is occasionally loud.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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