

## **JOB TITLE: MAINTENANCE TECHNICIAN**



Department: Facilities  
Supervisor: Director of Public Works/Senior Maintenance Operator  
Supervision Exercised: None  
Exempt Status: Hourly  
Benefits Eligibility Status: Eligible  
BOCC Approval: 08/13/2025

### **SUMMARY**

Works directly under the Facilities Senior Maintenance Operator to perform a variety of building repairs, maintenance, janitorial and grounds keeping duties for assigned County facilities for the safe, effective and efficient building operation and tenant satisfaction.

Incumbent performs routine work but occasionally involves a high level of complexity. Incumbent works under well-known practices and procedures and often determines specific practices and procedures for the department. Work requires the exercise of above normal self-direction as incumbent carries out instructions in oral, written or drawing format. Incumbent works independently under periodic supervision. Primary communication takes place with coworkers and supervisor. Position has direct impact on the efficiency of building operations, maintenance and upkeep. Work is typically performed indoors and outdoors, and may involve intermittent exposure to unfavorable conditions. Typically includes local travel.

### **ESSENTIAL FUNCTIONS**

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

#### **General**

- Receives direction from the Facilities Senior Maintenance Operator, establishes and schedules work allowing for unscheduled projects which may occur.
- Performs general maintenance as necessary to service and repair county facilities.
- Performs preventive maintenance and minor repairs on HVAC and lighting systems.
- Performs plumbing operations necessary to install, remove, or repair toilets, sinks, sump pumps and other related equipment.
- Repairs and replaces windows, doors, locks and other door closures.
- Repairs furniture, cabinets, shelves, and performs other carpentry projects.
- Inspects and oversees mechanical systems and equipment.
- Performs as necessary maintenance, replacements and repairs within area of skill.
- Inspects building structures and systems to anticipate future problems and reports such results as needed. Performs preventative maintenance activities.

- Occasionally assists janitorial services to include cleaning common areas, stairwells, offices, bathrooms and kitchens. This includes vacuuming, mopping, dusting, window washing, emptying trash and all other related cleaning procedures. Performs spot cleaning as needed on carpets, walls, light switches, etc.
- Provides grounds keeping services to include mowing, watering, planting, fertilizing, pest control and trimming all grass covered and shrub areas.
- Provides winter grounds maintenance to include clearing and cleaning parking lots, sidewalks and roof tops as needed. Apply ice melt, removing ice and snow by shovel and snow blower. Removes trash from parking lots and landscaped areas; places trash and refuse in appropriate dumpster.
- Responds to public inquiries in a courteous manner; provides information within scope of knowledge or refers to other employees as appropriate.
- Occasional response to maintenance issues after scheduled work hours and/or on weekends.
- Responsible for proper use of personal protection equipment (PPE).

### **Facilities Maintenance**

- Performs maintenance and repairs within area of skill.
- Performs preventative maintenance activities as scheduled.
- Provides specialized maintenance services Juvenile Detention facilities.
- Performs various maintenance functions to ensure proper and effective work environments. Ensures proper painting, lighting, emergency repairs and replacements of broken windows, doors, locks, pipes, water heaters, etc.

### **SECONDARY FUNCTIONS**

- Provides assistance to employees as work assignments dictate.
- May be requested to assist Emergency Operations Center (EOC) staff during an emergency.
- Performs all other duties as assigned.

### **JOB SPECIFICATIONS**

- Sufficient combination of knowledge, skills and abilities so as to competently perform essential functions of the job. High school education or equivalent with three years of experience in building maintenance.
- Considerable working knowledge of building repair and maintenance especially in areas of HVAC, plumbing, electrical and construction. Manipulative skills and ability to operate all tools and equipment required to perform duties.
- Basic knowledge of small gasoline engines including proper use, safety and maintenance.
- Considerable working knowledge of custodial practices and procedures. Ability to train others in those practices to ensure safe and clean working environments.

- Ability to read and comprehend simple instructions; write simple correspondence; present information in one-on-one situations (e.g., to supervisor, co-workers, etc.). Ability to apply detailed but uninvolved written and oral instructions.
- Ability to read and interpret general documents including safety rules, safety instructions, and information related to the position.
- Working knowledge of computers and word processing programs.
- Ability to perform general math functions, including addition and subtraction, and multiplication and division as needed to perform the general accounting tasks for the department.
- Ability to communicate effectively, both orally and in writing.
- Requires physical ability for continuous physical effort including frequent bending, climbing, squatting, and manipulating and lifting equipment and supplies Also requires ability to work outdoors in all types of weather conditions.
- Requires ability to set priorities and accomplish work activities with a minimum of supervision and be able to develop and maintain harmonious working relationships with others, both inside and outside the organization.
- Must possess a valid driver's license with no major traffic infractions in the past three years.

#### **PHYSICAL ABILITIES & WORKING CONDITIONS**

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual walking, standing, stooping, and repetitive motions; frequent crouching, grasping, reaching, and pushing or pulling 15 to 20 pounds. Requires ability to lift and/or move up to 50 pounds. Requires good general vision. Worker is occasionally subject to hazards, such as close proximity to electrical current and exposure to chemicals. Worker is also subject to fumes, odors, dust, mists, gases, noise, or poor ventilation. Requires moderate travel within the local area.

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**Disclaimer:** This job description is not an employment agreement or contract, and management reserves the right to modify it when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_