

**JOB DESCRIPTION: FACILITIES SERVICES TECHNICIAN I**

DATE: 07/07/15

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EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Land Development Services	CLASSIFICATION:	247
SUPERVISOR:	Facilities Services Manager	SALARY RANGE:	23
UNION (Y/N):	Yes	LOCAL:	AESCME Local 1442

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**GENERAL STATEMENT OF DUTIES:** Perform a variety of facilities services and skilled work in the repair of and maintenance of buildings, grounds and equipment.

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

Perform unskilled and semi-skilled maintenance tasks such as litter and illegal dump site cleanup, cleaning, painting, grounds maintenance and other related tasks.

Maintain maintenance records for work performed on a specified schedule as required. Assist in ongoing development and improvements to the facilities work management system.

Maintain vehicles and keep records of vehicle maintenance activities, as required.

Perform duties required for county's "Dump Stoppers" and "Household Hazardous Waste" programs as directed.

Perform maintenance and repairs to small tools and equipment, both electric and gas powered.

Perform carpentry, drywall, and painting work in small remodel projects and as needed to maintain and improve county buildings and grounds.

Perform maintenance and repairs to plumbing equipment and systems as needed

Perform landscape maintenance tasks to include sprinkler system repairs, pruning shrubs and trees, and lawn care.

Perform moving and relocation of furniture and equipment as directed.

Monitor inventory and stock supplies including; restroom and janitorial supplies, paper goods and facilities equipment wear parts as needed.

Monitor janitorial contract services, report deficiencies and recommend areas for improvement.

Recommend and implement policies, procedures and work standards and practices for more

efficient departmental operation.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures. Maintain County facilities and equipment in a clean, safe and working order. Observe, report and correct any safety or building code violations.

**SUPERVISORY RESPONSIBILITIES:** Very limited supervision of custodial staff, inmate workers and community service workers to the extent of guiding activities assigned and monitoring work performed to report any issues to supervisor.

**SUPERVISION RECEIVED:** Work under the direction of the Facilities Services Manager who assigns and reviews work for conformance with established policies and procedures.

**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. Prior experience in landscape or grounds experience, building maintenance and construction required. Any satisfactory equivalent combination of experience and training which, in the opinion of the Chief Examiner, demonstrates the ability to perform the above described duties may be acceptable.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess valid driver's license and be insurable under the County's liability policy. Must possess **two** of the following and effectively utilize the skills and knowledge gained from obtaining them within the first 12 months of hire: Class III Asbestos Operations and Maintenance Training Certificate, 8 hour RRP (Renovate, Repair and Painting) Lead Based Paint Training Certificate, and/or Aerial and Forklift Training.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be free of criminal convictions and/or arrest history which would affect the ability to supervise inmate workers and community service workers and/or affect the ability to have open access to various law enforcement departments through the County facilities. Must pass any pre-employment drug and alcohol screen and any pre-employment physical examination required by the County.

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of grounds, landscaping and/or building maintenance. Knowledge of basic vehicle and tool repair and maintenance standards and procedures. Knowledge of proper safety methods used in grounds and landscape maintenance and building systems.

Familiarity with the use and operation of personal computers and business software, such as word processing and spreadsheets.

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Ability to learn and perform non-technical tasks included in County's HVAC preventative maintenance program. Ability to operate a variety of hand and power equipment in an effective and safe manner. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks. Ability to communicate effectively both verbally and in writing. Ability to follow and to motivate others to follow standard purchasing procedures and practices. Ability to pull and back-up utility trailers, drive a standard shift vehicle and operate a vehicle in inclement weather conditions.

Ability to safely and effectively operate a forklift, boom and scissor lift and other similar equipment that may be required during general operations and maintenance tasks. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

**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 frequently required to stand, walk, sit; use hands to finger, handle or feel; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee is frequently required to climb or balance. The employee must regularly lift and move objects up to 100 pounds.

**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.

Work is performed both inside and outside environment and encounters a variety of job conditions, including adverse weather and occasional hazardous situations and conditions. Position requires a moderate amount of driving. Occasional response to evening or weekend facilities emergencies is required.