



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Facilities Maintenance Technician</u>	NEW: <u>X</u>	REVISED: _____
	<small>(Please check one)</small>	
REPORTS TO: <u>Manager, Facilities Maintenance</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>11/11</u>
DEPARTMENT: <u>Facilities and Grounds Maintenance</u>	JOB CODE: 801	

DEFINITIONS:

Under close supervision, assists in a variety of maintenance and repair duties involving heating, ventilation and air conditioning (HVAC), electrical work, carpentry, and painting, to maintain County facilities.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Assists in the repair of hot water boilers, liquid chiller units, compressors, power generators, and kitchen equipment; installs and replaces electrical outlets, light fixtures, switches, wiring, and receptacles; installs and repairs electrical apparatus, wiring, and electrical components of machinery and equipment; installs CCTV and computer cable.

Repairs and maintains plumbing, pipes, valves, toilets, sinks, water heaters, and water softeners; visually inspects and tests machinery and equipment; listens for unusual sounds from machines or equipment to detect malfunction; repairs and maintains physical structure of establishment.

Discusses machine operation variations with supervisors or other maintenance workers to diagnose problem or repair machine; dismantles defective machines and equipment and assists in the installation of new or repaired parts.

Visually inspects and tests machinery and equipment; cleans and lubricates shafts, bearings, gears, and other parts of equipment; installs and repairs electrical components of machinery and equipment.

Lays out, assembles, installs, and maintains pipe systems and related hydraulic and pneumatic equipment; operates cutting torch or welding equipment; sets up and operates machine tools.

Orders parts, equipment, and supplies; maintains a variety of records and files. Must participate in an “on call” rotation. “Other duties as assigned” for all maintenance technicians are not limited to but include: moving office furniture and boxes, clearing snow and spreading ice melt, repair bridges and remove downed trees on MKT Trail, etc. In order to perform these essential job functions there are a number of tasks that require physical effort such as: lifting, climbing ladders, climbing stairs with loads, bending in awkward positions or working in tight confined spaces.

KNOWLEDGE AND SKILLS:

1. Some knowledge of service manuals and other documentation for HVAC equipment and of tools used in repair of equipment.
2. Some knowledge of applicable Boone County Policies and Procedures.
3. Some knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities.
4. Good knowledge of OSHA regulations and of safety procedures related to maintenance activities and tools.
5. Skill in communicating with managers and employees to diagnose problems and identify approaches for repair.
6. Skill in reading and interpreting plans and documents such as operating and maintenance instructions and procedure manuals
7. Skill in applying basic mathematical concepts to compute rate, ratio, and percent and to draw and interpret graphs.
8. Skill in the operation of standard hand and power tools, and meters.

MINIMUM QUALIFICATIONS:

High School Diploma or GED and two years maintenance and repair experience; a N.A.P.E. Class 3 License or State equivalent, or the ability to obtain the license within one year; experience with fans, pumps, and equipment and controls associated with HVAC systems, fire sprinklers, refrigeration systems, and security door control systems. Lifting is a common, every day occurrence; at times the ability to lift over 100 pounds is required.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)