

Maintenance Technician I



Position Description

Status

Full-Time, Nonexempt

Compensation

B21

Bargaining Unit

GELC - General Unit

Reports to

Deputy Facilities Director

Supervises

None

Position Category

Specialist

Summary

The Maintenance Technician position is responsible for overseeing the day to day maintenance and repair of county facilities and equipment. This includes structures, grounds, parks, parking lots, and 911 emergency radio towers to ensure that a safe, reliable and healthy environment is maintained for continuity of county services. In addition, this position is responsible for ensuring that a safe and secure environment is maintained by ensuring that safety measures are monitored and functional at all times.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Maintain and repair facility electrical systems and electrical equipment ensuring that all electrical systems are operable and maintained in a good state of repair at all times. Must be able to read schematics, plans and blueprints.
2. Maintain and repair plumbing systems and equipment to ensure that all plumbing systems are operable and maintained.
3. Maintain and repair heating, ventilation and air conditioning systems and ensure all systems are operable and maintained.
4. Perform safety and security inspections and repairs to ensure safety of county facilities, visitors and employees. Routine inspections on various safety devices and equipment. In addition, responsible for maintaining standards in compliance with Americans with Disabilities Act (ADA).
5. Maintaining the interior and exterior finishes of facilities in a state of good repair and acceptable appearance. Routinely inspect finishes for wear and durability and either make repairs or recommend service by a professional to make the repair. Assist/escort vendors and contractors through county buildings and properties as needed.
6. Perform sampling, testing and monitoring as it pertains to maintaining record of equipment function and operation.

7. Complete furniture and office setups. Determine office needs and measure rooms, draft prints, locate furniture, modular fixtures, and all the necessary parts. Coordinate power and data hookups.
8. Maintain grounds, landscaping and trees. Mow and trim around buildings as needed. Trim or remove trees to remove safety hazards.
9. Maintain and perform minor repairs on fleet of cars and tractors to ensure good working order for long life, dependability and safety.
10. Replace and repair walls, doors, windows, floor coverings and ceilings. Pour sidewalk throughout the county as needed.

Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is regularly exposed to outdoor weather conditions. The noise level in the work environment and job sites can be loud.

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 talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Travel

Travel is required to access County buildings

Required Education and Experience

1. High school diploma or equivalent (G.E.D.)
2. Two (2) years of basic technical skills such as mechanical, electrical, plumbing, HVAC, basic equipment operation and knowledge of power tools.
3. Two (2) years of analytical abilities to understand space concepts, mathematics, blueprints, specifications, measurement areas and volumes.
4. Possession of a valid driver's license.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____