



## FACILITIES MAINTENANCE TECHNICIAN OPEN POSITION OPEN UNTIL FILLED

***This is a full-time position working Monday thru Friday but may on occasion require long hours according to business need and emergency call outs. Salary is Commensurate with education and experience.***

### POSITION PROFILE

Under the direction of the Maintenance Director, this position is responsible for performing moderate maintenance throughout the Duchesne County offices and facilities. This may include interior and exterior building maintenance and repair, including painting, drywall, minor electrical and plumbing, carpentry and HVAC. This position also responds to the maintenance and repair needs of the County Jail.

Experience in a variety of maintenance, repair and construction activities is required. Person will provide quality customer service to the staff and public at all times.

### ESSENTIAL FUNCTIONS NOT LIMITED:

- Assist Maintenance Director with operation and maintenance of equipment, tools, and supplies;
- Ensures all equipment is road and field ready;
- Ensures that all facilities and properties are free from hazards especially during times of construction or repairs;
- Plans, prioritizes, and performs work in and around County grounds and facilities according to need and in response to work orders;
- Checks work orders daily and completes in a timely manner;
- Conforms to uniform dress code to comply with set safety standards under OSHA, and the National Fire Protection Association (NFPA);
- Purchases items/parts as needed for preventative and scheduled maintenance;
- Maintains adequate parts and supplies inventory in order to meet production and budget goals;
- Completes all logs, requisitions, reports, data entry and documentation in a timely manner;
- Recommends future needs for facility maintenance to Maintenance Director;
- Assists Maintenance Director with updating and implementing facility maintenance SOPs;
- Performs regular inspections for preventative wear and tear replacement, as well as safety; concerns;
- Follows procedures for the use, storage, and disposal of chemicals according to MSDS;
- Monitors building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created;
- Notifies manager concerning the need for major repairs or additions to building operating systems;
- Performs log out tag out procedures on equipment and notifies Maintenance Director and department staff of offline equipment;
- Performs minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools;
- Performs minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.) to provide operable and efficient plumbing capabilities to Department personnel;
- Performs minor painting, carpentry and masonry work (e.g. preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.) to provide operable and efficient facilities for Department personnel;
- Assists in performing minor HVAC work (e.g. adjusting and calibrating thermostats, pneumatic controls and HVAC and electric energy management systems; installing pipes for high pressure air systems; repairing water, gas, electric and air pipes and lines in or under floors, walkways, and walls; etc.) to maintain a comfortable temperature for employees and proper equipment operation using various hand, power and specialty tools.
- Replaces or updates inoperable or old building materials and appliances (e.g. motors, belts, pumps, window glass, sinks, doors, smoke alarms, cabinets, shelves, tile, light fixtures, filter systems, patios etc.) to provide a safe, comfortable working

environment for employees using various tools and materials (e.g. welding equipment, ladders, power saws, hammers, drills, etc.); and

- Performs other job related duties as assigned by the Maintenance Director as needed.

**MINIMUM QUALIFICATIONS (NOT LIMITED), EDUCATION AND EXPERIENCE:**

- High School Diploma or equivalent;
- Two years general work experience; or
- Any combination of related education and apprentice, trades helper or equivalent experience in building construction, maintenance and repair. Allowable education includes technical training in a field related to building maintenance through a recognized trade union, technical school or equivalent.
- Possession of a current and valid Utah's Driver's license.
- Pass a comprehensive background investigation and drug testing

**APPLICATIONS**

Please provide a resume (optional).

Applications may be submitted on the County website at <http://duchesne.utah.gov>

In person: Duchesne County Administrative Office Building, 734 N Center St, Monday through Friday 8:30 AM - 5:00 PM.

By Mail: ATTN: Human Resources Office: Duchesne County Administrative Office Building P.O. Box 346, Duchesne, Utah 84021-0346

**DUCHESNE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND COMMITTED TO EMPLOYING A DIVERSIFIED WORKFORCE**