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## **JOB DESCRIPTION: FACILITIES MAINTENANCE TECHNICIAN**

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**Primary Responsibility:** The Facilities Maintenance Technician is responsible for the operation, maintenance, troubleshooting, and repair of all county buildings, equipment, systems and grounds. The duties listed below are representative of this position but do not necessarily include all duties that an individual in this position may be called upon to perform.

**Supervised by:** Facilities Maintenance Supervisor and Project Manager

**Supervises:** N/A

**FLSA status:** Non-Exempt

### **Main Job Duties:**

- Operate, maintain, troubleshoot and repair all County building equipment, systems, structures and grounds including but not limited to: boilers, chillers, HVAC equipment, control systems, lighting, sewer, gas supply & venting, pumps and related systems including biomass systems.
- Inspect, test operate and troubleshoot large emergency diesel-electric generating systems including automatic transfer switches.
- Troubleshoot, repair and maintain swimming pool equipment including: pumps, motors, filters, boilers and associated piping systems.
- Inspect facilities, equipment, grounds and parking lots to determine maintenance needs. assist Facilities Maintenance Supervisor and Project Manager in determining proper maintenance schedule and frequency to be entered as part of the Computerized Maintenance Management System (CMMS). Recommend one-time maintenance and/or repair activities as necessary.
- Oversee community service workers & contracted maintenance, repair, remodeling and custodial work as directed by the Facilities Maintenance Supervisor and Project Manager.
- Remove snow from all buildings walks, drives and parking lots, as necessary, prior to, during and after business hours. Timely snow removal is a priority duty.
- Operates light truck and maintenance equipment, such as: snowplows, tractors, power tools and mowers. Drives to various locations to perform assigned duties. Maintains & repair irrigation systems.
- Perform carpentry work as needed: Repair drywall, adjust doors, build walls, etc.

- May be required to move office furniture and supplies, paint, assemble/disassemble furniture or other items and set up rooms and/or fairgrounds for special meetings or events.
- Reads, interprets and works from blueprints and engineering sketches. Work with Facilities Maintenance Supervisor and Project Manager to update (redline) building blueprints as necessary.
- In the absence of the Facilities Maintenance Supervisor and Project Manager, will assign jobs as needed to ensure a smooth flow of daily activities, ensuring full compliance with all safety rules and regulations.
- Maintains proper standard of cleanliness in the performance of daily work.

**Additional Job Duties:**

- Opens and unlocks buildings as necessary.
- Performs other appropriate duties as assigned by the Facilities Maintenance Supervisor and Project Manager or Director of Public Works and Facilities and any duties needed to stabilize an emergency situation.

**Hours:**

- Subject to involuntary protracted or irregular hours and overtime for snow removal and emergency maintenance issues as part of the normal workweek.

**Qualifications:**

- Education: High school graduate or equivalent.
- Ability to:
  - a) Perform journeyman level work in HVAC and one or more of the following areas: carpentry, plumbing or electrical.
  - b) Diagnose complex problems with equipment, systems and/or controls and perform successful repairs.
  - c) Accurately and effectively transmit and receive information that is necessary to the accomplishment of goals and objectives, including effective written and oral communications in English; and the ability to listen.
  - d) Work independently in the absence of supervision.
  - e) Read, interpret, and work from blueprints and engineering sketches.
  - f) Maintain courteous and effective working relationships with the public, county departments and coworkers.

- Knowledge of:
  - a) Building codes for HVAC and one or more of the following areas: carpentry, plumbing or electrical.
  - b) The hazards and safety precautions common to the operation and maintenance of all county facilities.
  - c) OSHA safety standards.
- Must possess knowledge and skill in the safe operation and maintenance of hand and power tools and equipment required by the position.
- Must pass background check, including traffic and criminal.

**Certifications:**

- Must have a valid Colorado Driver's License without any restriction due to driving record. Must also be able to drive a county vehicle.
- License or certification in electrical, plumbing or HVAC repair is preferred.
- Must possess FEMA ICS 100 and 700 certifications within six (6) months of employment.

**Mental/Physical Requirements:**

- Some work is performed outside where employee is subject to adverse weather conditions. Must be capable of working in stressful situations including plowing snow in bad weather.
- Must be able to stoop, bend, stretch, twist, reach, kneel, squat and balance. Must be able to lift 50 pounds without assistance.
- Must have appropriate voice skills to be clearly understood on the telephone, radio and in public contact.
- Must be able to sit, stand or walk for long periods of time.
- Must be able to perform without additional assistance the physical movements required for repair and maintenance of equipment and office administration.

**Experience:**

- Must have experience at the journeyman level in repair and maintenance of buildings and building systems.
- Experience in HVAC repair and maintenance including associated control systems is required.
- Experience in swimming pool equipment maintenance experience is preferred.

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I, \_\_\_\_\_ have read the above job description for the **Gilpin County Facilities Maintenance Technician**. To the best of my knowledge I am able to perform all duties of the job as described.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date