



JOB DESCRIPTION

JOB TITLE:	Maintenance Technician	FLSA:	Non-Exempt
DEPARTMENT:	Facilities/Fleet	GRADE:	T2
REPORTS TO:	Facilities/Fleet Director	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for performing skilled tasks in a multi-craft environment, including the maintenance and repair of HVAC, mechanical, electrical, electronics, carpentry, plumbing, security and grounds elements of County buildings and facilities.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Participates in the design, layout and planning of office, public facility, shop, and other remodeling, repair or modification projects affecting County buildings and facilities; takes measurements; prepares working drawings and sketches; assists in preparing project specifications.
- Estimates materials, tools and equipment needed for work assignments; orders and picks up materials and supplies from outside vendors as appropriate; prepares cost estimates for job.
- Performs skilled and semi-skilled craft work in the installation, maintenance and repair of mechanical, plumbing, HVAC, electrical, electronics, carpentry, security, and related facility systems and components.
- Inspects boilers, HVAC equipment, plumbing, generators, pumps, motors and similar mechanical/electrical equipment on a regular basis; troubleshoots problems and repairs as required.
- Repairs walls, patches and paints.
- Performs welding, brazing, soldering, metal fabrication and metal work.
- Services a variety of kitchen equipment to include refrigerators, ovens, dishwashers, etc.
- Repairs and installs doors and door hardware; changes and keys locks; installs security devices, alarm systems, pneumatic door closures and related hardware; performs semi-skilled rough and finish carpentry work.
- Inspects and maintains electronic information, communication and control systems; ensures that sensors, controllers and transmitters are in proper working condition.
- Maintains and services a variety of test equipment and hand and power tools; keeps small inventory of frequently used supplies and hardware.
- Observes safe work methods and uses safety equipment; secures worksites from safety hazards as necessary; attends safety meetings.
- Responds to questions and complaints from the public; carries out assignments in a non-disruptive manner in areas receiving heavy public use.
- Maintains basic records of work performed.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



MAINTENANCE TECHNICIAN

ESSENTIAL FUNCTIONS: (continued)

- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

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.

Education and Experience:

High School diploma/GED; AND two (2) years of journey-level trade experience in the installation, maintenance, and repair of building operating systems and facilities; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles, methods and materials used in a variety of mechanical and electrical installation, maintenance and repair work.
- Operation and maintenance of a variety of hand, power and shop tools used in a variety of trade areas.
- Shop mathematics.
- Job estimation and planning principles and practices.
- Basic practices and equipment of the plumbing trade.
- Basic equipment and practices of the welding trade.
- Basic practices and equipment of the carpentry trade.
- Communicating effectively in oral and written forms.
- Safe work methods and safety regulations pertaining to the work.
- Basic record keeping practices.
- Communicating effectively in oral and written forms.
- Techniques for techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Performing skilled and semi-skilled maintenance and repair to a variety of mechanical, electrical, HVAC and other facility operating systems.
- Operating and maintaining specialized tools and equipment of a variety of mechanical, electrical and facilities maintenance trades.
- Measuring and calculating angles, lengths and volumes.
- Designing, laying out and preparing sketches for varied construction and maintenance jobs.
- Estimating necessary materials and equipment to complete assignments.

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MAINTENANCE TECHNICIAN

Skill in: (continued)

- Safely using and maintaining hand and power tools related to the work.
- Maintaining accurate records of work performed.
- Reading and interpreting manuals, specifications, drawings and blueprints.
- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Class A Driver's License OR crane operator certification.
- OSH 30 certification within (6) months of employment.
- Aerial device certification, of the type(s) operated by Lyon County, within (6) months of date of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical field or shop maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to exposure to frequent travel, extreme weather conditions, noise, electrical shocks, hazardous chemicals, electrical currents, gases, dust and noxious odors.