

POSITION: FACILITIES MAINTENANCE SPECIALIST

POSTING# 7002-0418sr

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: Facilities Maintenance Specialist

Posting# 7002-0418sr

REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

STARTING SALARY: Step 33 – 39 \$20.54 – 23.62 Hourly \$1.642.94 - \$1,889.59 Bi-weekly

Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: April 26, 2018

CLOSING DATE: Open until filled

***All applications received by May 10, 2018** will be screened by the HR Office.

Those applicants meeting the specified qualifications will be referred for a hiring interview. The Human Resources Office will continue to consider qualified candidates as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under the general direction of the Maintenance Supervisor, repairs and maintains all Utah County physical facilities. Responsible for the mechanical maintenance of parks in the summer months.

DUTIES INCLUDE:

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

Perform general building maintenance activities including, but not limited to, replacing lights; plumbing, cooling, and heating repairs and maintenance; replacing air filters; completing general and emergency work order requests; and maintaining chemicals in boilers, chillers, air handling equipment, evaporative air-conditioners, pumps and motors.

Install building equipment.

Maintain park plumbing, equipment, and fixtures during summer months.

Repair and maintain cellblock doors, cellblock motors, and related security controls at the jail.

Support office and furniture moves.

Purchase necessary parts and materials to complete work requests.

Work irregular hours, including nights, weekends, and holidays, when assigned to support operation and maintenance of physical facilities.

Respond to emergency situations on an on-call basis when assigned.

Coordinate assignments with other maintenance personnel.

Assist with construction and remodeling projects.

Install, maintain, and repair furniture.

Operate heavy equipment.

Service and inspect fire extinguishers.

Service and inspect water system back flow preventers.

Test and maintain culinary water systems and ensure compliance with applicable codes.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of boilers, chillers, swamp coolers, cooling towers, and building support systems

Skilled in interpersonal communications to coordinate jobs and report completed work

Skilled in basic reading and writing

Ability to understand and follow written and oral instructions and ask job-related questions

Ability to operate various hand and power tools

Ability to perform plumbing, cooling, heating, and general maintenance and repairs

REQUIREMENTS FOR EMPLOYMENT:

1. An associate's degree OR two (2) years of specialized training in one or more buildings trades
2. Three (3) years of work experience in building maintenance and repair
3. Equivalent combinations of education and work experience may also be considered

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

PREFERED EDUCATION AND EXPERIENCE:

1. Preference may be given to applications who currently possess one or more of the certifications
 - a. A valid State of Utah Fire Extinguisher Technician Certification
 - b. A valid State of Utah Back Flow Technician Class II Certification
 - c. A valid State of Utah Small Water System (SS) Operation Certification
 - d. A valid State of Utah Grade 2 Water Distribution Certification
 - e. A valid State of Utah Commercial Driver's License (CDL)

LICENSURE/CERTIFICATIONS:

1. Selected applicants must obtain forklift certification during the probationary or trial period
2. Some incumbents may be required to obtain and maintain one or more of the following certifications:
 - a. A valid State of Utah Fire Extinguisher Technician Certification
 - b. A valid State of Utah Back Flow Technician Class II Certification
 - c. A valid State of Utah Small Water System (SS) Operation Certification
 - d. A valid State of Utah Grade 2 Water Distribution Certification
 - e. A valid State of Utah Commercial Driver's License (CDL)
3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.