

*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# 7002-0416jhm

### **REQUIRED ATTACHMENTS TO APPLICATION:**

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

**STARTING SALARY: Step 33 \$19.90 per hour, \$1,592 Bi-weekly**

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

**OPENING DATE:** April 15, 2016

**CLOSING DATE:** Open Until Filled

**\*All applications received by April 29, 2016** will be screened by the Personnel Office.

Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Personnel 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:** Performs 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. Installs building equipment. Maintains park plumbing, equipment, and fixtures during summer months. Repairs and maintains cellblock doors, cellblock motors, and related security controls at the jail. Supports office and furniture moves. Purchases necessary parts and materials to complete work requests. Works irregular hours, including nights, weekends, and holidays, when assigned to support operation and maintenance of physical facilities. Responds to emergency situations on an on-call basis when assigned. Coordinates assignments with other maintenance personnel. Assists with construction and remodeling projects. Installs, maintains, and repairs furniture. Operates heavy equipment. Services and inspects fire extinguishers. Services and inspects water system back flow preventers. Tests and maintains culinary water systems and ensures compliance with applicable codes.

### **EVALUATION AND SELECTION FACTORS INCLUDE:**

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

**Skill in:** interpersonal communications to coordinate jobs and report completed work, basic reading and writing

**Ability to:** understand and follow written and oral instructions and ask job-related questions; operate various hand and power tools, perform plumbing, cooling, heating, and general maintenance and repairs.

**REQUIREMENTS FOR EMPLOYMENT:** An Associate Degree or two (2) years specialized training in one or more buildings trades, and three (3) years work experience in building maintenance and repair. Equivalent combinations of education and work experience may also be considered. Preference may be given to applications who currently possess one or more of the certifications listed in the Licensing and Certification section. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**LICENSURE/CERTIFICATIONS:** Applicants must possess a valid driver license and obtain a valid State of Utah driver license within 60 days of employment.

Some incumbents may be required to obtain and maintain one or more of the following certifications:

A valid State of Utah Fire Extinguisher Technician Certification.

A valid State of Utah Back Flow Technician Class II Certification.

A valid State of Utah Small Water System (SS) Operation Certification.

A valid State of Utah Grade 2 Water Distribution Certification.

A valid State of Utah Commercial Driver's License (CDL).

**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 Personnel 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 Personnel 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 Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.