

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: FACILITIES MAINTENANCE SPECIALIST
CLASS CODE: 7002

FLSA STATUS: NON-EXEMPT
SUPERVISOR STATUS: NONE

EFFECTIVE DATE: 04/11/2016 (REVISED 09/19/2014 VERSION)
DEPARTMENT: PUBLIC WORKS

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.

ESSENTIAL FUNCTIONS

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.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

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.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to understand and follow written and oral instructions and ask job-related questions; Skill in basic reading and writing; Knowledge of boilers, chillers, swamp coolers, cooling towers, and building support

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PAGE 2

systems; Ability to operate various hand and power tools; Skill in interpersonal communications to coordinate jobs and report completed work; and Ability to perform plumbing, cooling, heating, and general maintenance and repairs.

PHYSICAL DEMANDS

Regularly walk, stand, and stoop; Frequently lift, carry, push, pull or otherwise move objects weighing up to 80 pounds; Ascend or descend ladders, scaffolding, ramps, poles, and the like; Use tools or equipment requiring a high degree of dexterity; Regularly drive a motor vehicle; Communicate via radios; and Work overhead and at heights.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in environmentally controlled and partially environmentally controlled buildings and work is regularly performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work is regularly performed in noisy places; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work exposes incumbent to hazardous chemicals; Work requires use of protective devices such as masks, goggles, gloves, etc.; and Work exposes incumbent to unknown, dangerous, and/or life-threatening conditions.

EDUCATION AND EXPERIENCE

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.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's 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).

This description 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.