



Facilities Maintenance Specialist

Job Description

Department: Public Works
Position: Career Service
Grade: 508
Supervisory: No
Reports to: Maintenance Supervisor

Summary

Under general guidance and direction of the Maintenance Supervisor, repairs and maintains Utah County physical facilities. Incumbent is responsible for the mechanical maintenance of parks in the summer months.

Essential Functions

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

1. Perform general building maintenance activities; repair and maintain electrical, replace lights and air filters; repair and maintain plumbing, cooling, and heating; maintain chemicals in boilers, chillers, air handling equipment, evaporative air-conditioners, pumps and motors.
2. Maintain park plumbing, equipment, and fixtures during summer months.
3. Service and inspect fire extinguishers.
4. Repair and maintain cellblock doors, cellblock motors, and related security controls at the Utah County Security Center.
5. Complete general and emergency work order requests; purchase necessary parts and materials.
6. Install building equipment.
7. Operate heavy equipment.
8. Assist with construction and remodeling projects.
9. Support office and furniture moves.
10. Install, maintain, and repair furniture.
11. Respond to emergency situations on an on-call basis when assigned.
12. Coordinate assignments with other maintenance personnel.

Knowledge, Skills, and Abilities

- Knowledge of the basic principles and practices of building maintenance
- Knowledge of general electrical repairs, replacing ballasts, switches, outlets, and basic trouble shooting
- Knowledge of general plumbing repairs, drinking fountains, sinks and fixtures

For Office Use Only

Job Code: 7002

Job Title: Facilities Maintenance Specialist

FLSA: Non-Exempt

Effective Date: 3/11/20

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

- Knowledge of general heating, ventilation and cooling systems (HVAC), boilers, chillers, swamp coolers, and cooling towers
- Knowledge of construction methods and building codes
- Knowledge of reading, comprehending and implementing blueprints and building plans
- Knowledge of building supports systems, building automation, access controls, HVAC controls
- Skilled in interpersonal communications
- Skilled in basic reading and writing
- Skilled in operating various hand and power tools
- Skilled in performing electrical, plumbing, cooling, heating, and general maintenance and repairs
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to understand and follow written and verbal instructions and ask job-related questions
- Ability to communicate effectively verbally and in writing

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment but is regularly performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. This position exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, poor ventilation, and to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Incumbent may be exposed to hazardous chemicals, unknown, dangerous, and/or life-threatening conditions. This job requires the use of protective devices such as masks, goggles, gloves, etc. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually noisy to loud. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift office supplies and equipment up to eighty (80) pounds. The employee regularly drives a motor vehicle.

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Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening, weekend, and holiday work may be required as job duties demand to support operation and maintenance of physical facilities.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Associate degree in building maintenance, trades such as electrical, plumbing, heating or equivalent.
2. Three (3) years of work experience in building maintenance and repair.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants who currently possess one or more of the following certifications:
 - a. State of Utah Fire Extinguisher Technician Certification
 - b. State of Utah Commercial Driver's License (CDL)
 - c. Certified welder
 - d. Niagra Building Control Certificate
 - e. EPA CFC Certification
 - f. Utah State Natural Gas Certification
 - g. Access Control Inet Certification
 - h. Fire Alarm System Tech
 - i. Automatic Fire Sprinkler System Tech

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants must obtain the following certifications during the probationary period for new hires or the trial period for promoted county employees and must maintain certifications during employment.
 - a. Forklift Certification
 - b. CPR Certification
3. Some incumbents may be required to obtain and maintain one or more of the following certifications:

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- a. State of Utah Fire Extinguisher Technician Certification
 - b. State of Utah Back Flow Technician Class II Certification
 - c. State of Utah Commercial Driver’s License (CDL)
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

Director – Human Resources _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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