



Facilities Maintenance Specialist

Job Description

Department: Public Works
Position: Career Service
Starting Step: 33, Table 14
Supervisory: No
Reports to: Maintenance Supervisor

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

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

1. 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.
2. Install building equipment.
3. Maintain park plumbing, equipment, and fixtures during summer months.
4. Repair and maintain cellblock doors, cellblock motors, and related security controls at the jail.
5. Support office and furniture moves.
6. Purchase necessary parts and materials to complete work requests.
7. Work irregular hours, including nights, weekends, and holidays, when assigned to support operation and maintenance of physical facilities.
8. Respond to emergency situations on an on-call basis when assigned.
9. Coordinate assignments with other maintenance personnel.
10. Assist with construction and remodeling projects.
11. Install, maintain, and repair furniture.
12. Operate heavy equipment.
13. Service and inspect fire extinguishers.
14. Service and inspect water system back flow preventers.
15. Test and maintain culinary water systems and ensure compliance with applicable codes.

Knowledge, Skills, and Abilities

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

For Office Use Only

Class Code: 7002

Class Title: Facilities Maintenance Specialist

FLSA: Non-Exempt

Effective Date: 7/8/2017

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

Ability to operate various hand and power tools

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

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. This job regularly drives a motor vehicle.

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 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 and ability to adjust focus. The employee is required to type, file, lift office supplies, and equipment up to 80 pounds.

Position Type/ Expected Hours of Work

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel.

Required Education and Experience

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

Preferred Education and Experience

For Office Use Only

Class Code: 7002

Class Title: Facilities Maintenance Specialist

FLSA: Non-Exempt

Effective Date: 7/8/2017

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

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)

Additional Eligibility Qualifications

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
4. Selected applicants may be subject to, and must pass, a 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 _____

For Office Use Only

Class Code: 7002
Class Title: Facilities Maintenance Specialist
FLSA: Non-Exempt
Effective Date: 7/8/2017
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: Yes
DOT: No

HR Director _____

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

Employee _____ Date _____

For Office Use Only

Class Code: 7002

Class Title: Facilities Maintenance Specialist

FLSA: Non-Exempt

Effective Date: 7/8/2017

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No