



## COUNTY OF ANDROSCOGGIN

### Facility Department Job Description

**Title: Facility Technician**

**Pay Grade: 5 Non-Exempt**

#### Minimum Qualifications:

1. High school diploma, general education degree or experience which demonstrates ability to perform the duties and responsibilities as described hereafter
2. Basic ability to read and understand blueprints and technical publications for electrical, mechanical, plumbing, and structural systems is preferred.
3. Must have experience in the use of hand and power tools.
4. Demonstrated ability and aptitude for successful fulfillment of assigned responsibilities.
5. Have a basic understanding of electrical, plumbing, heating ventilation and air conditioning systems and masonry work.
6. Have knowledge of the methods, materials, supplies and equipment used in building maintenance and custodial work.
7. Basic knowledge of, Microsoft Office, and computers
8. Verbal communication skills, strong customer service, communication and interpersonal skills required.
9. Must have a valid Maine driver's license.
10. Be at least 18 years of age
11. Such alternatives to the above qualifications as the County Administrator may find appropriate and acceptable

Reports To: Facility Director

Supervisor of

- Public Works (inmate labor force, volunteers)
- Most senior employee will supervise junior employees in the absence of the Facility Director

#### MAJOR RESPONSILITIES:

1. Perform preventive and corrective maintenance on a routine basis on critical systems including heating, ventilation, air conditioning and their associated control systems.
2. Adjust, troubleshoot and repair doors, door locks, gates and control systems as needed.
3. Troubleshoot and manage/repair minor electrical control systems including lighting, telephone and data, all security cameras, and monitors.

4. Maintain plumbing systems including potable water, sinks, showers, toilets, and drains in proper working order.
5. Assist in basic custodial duties.
6. Perform minor masonry, flooring, painting, carpentry work, repairs as needed.
7. Snowplowing, including the removal of snow and ice from drives and walkways and sanding as necessary to insure entries are safe to use.
8. Assist, escort, manage, inspect work performed by contractors in the facilities.
9. Install, move, repair communication wiring
10. Maintaining lawn, flowers, trees and shrubs
11. Maintaining and repairing household & commercial appliances, kitchen, laundry equipment, emergency equipment, etc.
12. Cleaning, repair, restoration of furniture and equipment of various construction and materials
13. Moving furniture and belongings at one or more facilities/sites.
14. Setting up and breaking down special events and functions
15. Identifying projects requiring the services of a higher skilled crafts-person or vendor; and reporting/documenting malfunctions to appropriate party for action;
16. Updating work logs for specific site requirements
17. Responding to alarm calls/emergencies during and after regular work hours
18. Responding to resident and employee comfort and safety requests/concerns in an appropriate and timely manner.
19. Maintaining clean, safe, and orderly work sites per OSHA regulations,
20. Other duties as assigned.

**SCHEDULE:**

This position is full time, 40 hours Monday-Friday. Some weekend scheduling may be required. Some periodic 2nd shift scheduling will be required (cleaning operations, special events, etc.). Maintenance staff must be available for emergency, weather related, and on-call work.

**Work Environment/Hazards:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Exposed to outside weather conditions,
- Exposed to fumes or airborne particles,
- Cold, heat,
- Bloodborne pathogens,
- Vibration,
- Noise levels,
- Moving mechanical parts,
- Heights up to 30 feet.

**REQUIRED EXPERIENCE:**

Must have worked in the building trades or equivalent for a minimum of: 2 years

**REQUIRED PRE-EMPLOYMENT:**

Must be able to pass a drug test and extensive criminal background checks.

**Physical Requirements:**

Have constant need (66% to 100% of time) to perform the following physical activities:

1. Constant need to be on feet.
2. Bend/stoop/squat/kneel - Perform routine maintenance/repairs, pick up tools and needed equipment
3. Climb stairs – Departments are located on floors other than ground level
4. Push or pull - Move equipment, appliances, open and close doors, etc.
5. Reach above shoulders - Perform routine maintenance/repairs, stock and remove equipment, parts
6. Climb ladders - Perform routine maintenance/repairs
7. Grasp/grip/turning - Handle tools and equipment, perform routine maintenance and repairs, phone use
8. Finger dexterity - Handle tools and equipment, perform routine maintenance and repairs
9. Writing/typing - Inventory maintenance, requisition requests, interoffice memos, required maintenance report

**Lifting/carrying (supplies, replacement parts, ladders, etc.):**

1. over 150 lb. - Rare need (less than 1% of time)
2. between 75-150 lb. - Occasional need (1% to 33% of time)
3. between 25-75 lb. - Constant need (66% to 100% of time)
4. between 1-25 lb. - Constant need (66% to 100% of time)

**Note:**

Lifting and carrying of weights exceeding 50 lb. must be accomplished with assistance from another facility member.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.