



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Facilities Maintenance Technician</u>	NEW: _____	REVISED: <u>X</u>
	<small>(Please check one)</small>	
REPORTS TO: <u>Deputy Director</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>04/2016</u>
DEPARTMENT: <u>911/Joint Communications</u>	JOB CODE: <u>801</u>	

SUMMARY:

Work is performed on an assigned shift under the immediate supervision of the Deputy Director. This position maintains, repairs, and refurbishes the mechanical and structural properties of the 911 Joint Communications Center and Radio System Sites, including plumbing, electrical, carpentry, painting, masonry, and HVAC.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Assists in the repair of hot water boilers, liquid chiller units, compressors, power generators, and kitchen equipment. Takes readings of Public Safety Radio equipment located throughout Boone County. Maintains the facility/grounds and area surround the Public Safety radio system sites including pest control, plant management, and equipment replacement and moving with assistance of radio technicians/engineers.

Assists radio technicians/engineers in the testing and maintenance of the Public Safety Radio system as needed. Maintains public safety radio site system inventory with assistance of Budget Administrator. Installs and replaces electrical outlets, light fixtures, switches, wiring, and receptacles.

Installs and repairs electrical apparatus, wiring, and electrical components of machinery and equipment; installs CCTV and computer cable. Repairs and maintains plumbing, pipes, valves, toilets, sinks, water heaters, and water softeners. Visually inspects and tests machinery and equipment. Listens for unusual sounds from machines or equipment to detect malfunction.

Repairs and maintains physical structure of facilities/sites and grounds. Discusses machine operation variations with supervisors or other maintenance workers to diagnose problems or repair machines. Dismantles defective machines and equipment and assists in the installation of new or repaired parts. Cleans and lubricates shafts, bearings, gears, and other parts of equipment. Installs and repairs electrical components of machinery and equipment. Lays out, assembles, installs, and maintains pipe systems and related hydraulic and pneumatic equipment.

Operates and/or assists with cutting torch or welding equipment. Sets up and operates machine tools. Orders parts, equipment, and supplies; maintains a variety of records and files. Must participate in an “on call” rotation. “Other duties as assigned” are not limited to but include: moving office furniture and boxes, clearing snow, and spreading ice melt.

In order to perform these essential job functions, there are a number of tasks that require physical effort such as: lifting, climbing ladders, climbing stairs with loads, bending in awkward positions or working in tight confined spaces. Performs related duties as needed or assigned.

KNOWLEDGE & SKILLS

1. Basic knowledge of applicable Boone County Policies and Procedures.
2. Basic knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities.
3. Basic knowledge of the Public Safety Radio system for minor troubleshooting based on maintenance readings and activity at the various transmit and receive sites.
4. Basic knowledge of service manuals and other documentation for HVAC equipment and of tools used in repair of equipment.
5. Advanced knowledge of OSHA regulations and of safety procedures related to maintenance activities and tools.
6. Skill in communicating with managers and employees to diagnose problems and identify approaches for repair.
7. Skill in reading and interpreting plans and documents such as operating and maintenance instructions and procedure manuals
8. Skill in applying basic mathematical concepts to compute rate, ratio, and percent and to draw and interpret graphs.
9. Skill in the operation of standard hand and power tools, and meters.

PHYSICAL DEMANDS:

Position requires FREQUENT talking and hearing. Must be able to feel attributes of objects, grasp, push, stand, walk, drive, reach with hands/arms, stoop, kneel, crouch, crawl, climb, balance, operate mechanical equipment, and move up and down from/to sitting position on the floor. Must be able to have repetitive wrist, hand, and/or finger movement to type and work on computer. Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors. Lifting is a common, every day occurrence; at times the ability to lift over 100 pounds is required.

WORK ENVIRONMENT:

May be exposed to wet/humid conditions, inclement outdoor weather, vibration, extreme temperatures, mechanical oils, airborne particles/fumes, moving mechanical parts, risk of

electrical shock, potentially hazardous or cancer-causing agents/chemicals, or loud noise levels. May be required to work in confined spaces, hazardous traffic conditions, or high/dangerous places.

QUALIFICATIONS:

High school diploma or equivalent; possess and maintain a valid Missouri driver's license. Minimum of three years journey level experience in a related trade, or an equivalent combination of education, training, and experience. Must possess a clear criminal history.

NOTE: A criminal background check including a national fingerprint check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.

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 for this job. Duties, responsibilities, and activities may change at any time with or without notice.