

# Maintenance Technician II



## Position Description

### Status

Full-Time, Nonexempt

### Compensation

B22

### Bargaining Unit

GELC - General Unit

### Reports to

Deputy Facilities Director

### Supervises

None

### Position Category

Specialist

### Summary

The Maintenance Technician II position performs a variety of complex maintenance duties for county owned facilities, grounds, radio towers, and water and wastewater systems. Maintain, monitor and evaluate on-site potable water system and manage and monitor wastewater discharge for environmental compliance. Performs a variety of skilled repairs and inspections of electrical, plumbing, heating, ventilating systems, air conditioning, and safety equipment.

### Essential Functions

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

1. Maintain and repair facility electrical systems and electrical equipment ensuring that all electrical systems are operable and maintained in a good state of repair at all times. Must be able to read schematics, plans and blueprints.
2. Maintains and performs testing on electrical circuits and repairs to electrical fixtures. May require the use of ladders, scaffolding or scissor lift.
3. Maintain and repair plumbing systems and equipment to ensure that all plumbing systems are operable and maintained.
4. Performs heating, ventilation and air conditioning repairs, replacement, and installation.
5. Perform safety and security inspections and repairs to ensure safety of county facilities, visitors and employees. Routine inspections on various safety devices and equipment. In addition, responsible for maintaining standards in compliance with Americans with Disabilities Act (ADA). Inspects Automatic External Defibrillator (AED) and fire extinguisher. Check safety equipment, generators, emergency lighting at the Radio Tower sites.
6. Maintaining the interior and exterior finishes of facilities in a state of good repair and acceptable appearance. Routinely inspect finishes for wear and durability and either make repairs or recommend service by a professional to make the repair. Assist/escort vendors and contractors through county buildings and properties as needed.

7. Perform sampling, testing and monitoring as it pertains to maintaining record of equipment function and operation.
8. Perform sampling of potable water and wastewater and submit samples to lab, follow-up, and log the results. Perform daily water readings and monitor chemical usage. Prepare and submit reports to the State.
9. Oversees and trains staff on assigned projects under the direction of the Assistant Director. Assists and advises staff on the more complex or difficult tasks.
10. Performs a variety of carpentry tasks. Completes remodeling and moving of offices. Repairs furniture and install modular office units. Design offices and draw blue prints. Repair carpet, tile, floor coverings, grout/seal and molding.
11. Performs masonry work, roof repairs and new installations. Plans labor and materials needed for designated maintenance and repair projects.
12. Performs grounds maintenance functions. Removes and installs implements on motorized equipment.
13. Perform repairs, adjustments and installation of doors and security equipment.

## **Competencies**

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## **Supervisory Responsibility**

This position does not have direct supervisory responsibilities.

## **Work Environment**

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is regularly exposed to outdoor weather conditions. The noise level in the work environment and job sites can be loud.

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

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Travel**

Travel is required to access County buildings

### **Required Education and Experience**

1. High School Graduation or equivalent. Associates degree in a facilities management or related field desired.
2. Two (2) years on the job training for water and wastewater operator. Take the S-4, D-4 training to take the State Exam to become a Certified Operator. A1f, C1c Stabilization Lagoon/Discharge operator training to take the State exam to become a certified Wastewater operator. Must pass the exams to become certified with the State.
3. Five (5) years of general knowledge of plumbing, electrical, HVAC, locks, building trades, grounds care, blueprint reading and blue print drawing, office modular furniture install and tear down, snow removal and salting.
4. Possession of a valid driver's license.

### **Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

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.

### **Signature**

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

Employee \_\_\_\_\_ Date \_\_\_\_\_

