

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: DECEMBER 5, 2013
CLOSING DATE: DECEMBER 11, 2013

DEPARTMENT: Public Works Facilities & Land Management

POSITION: Building Maintenance Technician Lead

LOCATION: Globe

JOB CODE: 13-126

OPEN TO GILA COUNTY EMPLOYEES ONLY

ANNUAL SALARY: \$33,716.80-\$50,044.80 DOE

NATURE OF WORK

Leads and performs a variety of skilled trades work involving mechanical, electrical, carpentry, plumbing, HVAC systems related to remodeling, maintenance, and repair of County buildings, building equipment and systems; assures compliance with applicable state and local building and safety codes and standards.

DUTIES AND RESPONSIBILITIES:

- Serves as lead to assigned crew by organizing and assigning work, setting priorities, and following up to ensure coordination, completion of work and compliance of work with standards and regulations; provides on-the-job training to new employees and instructs staff on proper work procedures; provides training on construction and maintenance equipment and methods to less experienced workers.
- Performs building maintenance and major remodeling tasks involving carpentry, painting, plumbing, heating, electrical and mechanical work; operates hand and power tools; ensures compliance with safety regulations and policies.
- Performs regular preventative maintenance on County buildings and grounds including painting, sealing, HVAC maintenance, and lube/oil of mechanisms and machinery.
- Services, replaces, repairs and installs electrical systems, conduit, computer cable, switches, generators, control panels, sensors, and miscellaneous electrical repairs.
- Makes interior repairs that include installing and replacing locks, repairing faucets and toilets, clearing clogged drains and sewer lines.
- Makes exterior repairs including patching roofs/walls/ceilings, weatherproofing, repairing steps, concrete walkways, railing, and fences.
- Coordinates special projects and provides assistance to County departments including storing files, removing old equipment, and repairing items not assigned to Facilities Management.
- Utilizes construction drawings and prepares material and labor estimates for building maintenance projects.
- Utilizes hand tools, small equipment, ladders and mechanical equipment to complete assignments; uses proper safety methods, procedures and follows safety practices in all work performed.
- Completes required building maintenance reports and documentation including maintaining records of materials and equipment used.
- Drives vehicles and travels to other County facilities as necessary.

WORKING ENVIRONMENT:

Work is performed inside County facilities, and in outside environments with exposure to inclement weather; may be exposed to frequent bending, kneeling and lifting; may climb ladders and work at heights; may be exposed to dangerous machinery and heavy equipment; exposure to high noise level; exposure to intense heat, toxic agents, dust and smoke, hazardous chemicals, caustic materials, and electrical utilities; operating maintenance/landscape equipment and tools, and lifting up to 50 pounds is involved.

DISTINGUISHING CHARACTERISTICS:

This is the Lead level in the Building Maintenance job family. As such, employees have developed their trade skills in order to perform full range of maintenance and repair functions; and may serve as Lead to other crew members when assigned to a site in the County.

Continue on back of page.....

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and six (6) years journey level building trades experience, including lead experience; or equivalent combination of education, training and experience. Valid Arizona Driver's License.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Principles and practices of building maintenance; regulations pertaining to the operation and maintenance of public buildings; Federal and State safety regulations and standards; processes for coordinating building maintenance projects; equipment and tools used in the repair, maintenance and construction of buildings; safety precautions and practices relevant to the operation of maintenance/construction tools and equipment; general supervisory principles, practices and methods.

Ability to: Coordinate building maintenance activities; maintain, remodel and repair County buildings and grounds; coordinate maintenance projects; inspect facilities and determine repair requirements; prepare and maintain building maintenance records and documentation; perform a full range of skilled building maintenance functions; safely operate maintenance/construction tools and equipment; communicate effectively and provide verbal/written instructions; supervise the work activities of assigned personnel.

Skills in: Applying technical knowledge of building trades work, and using sound methods to determine maintenance and repair practices; safe operation of various hand and power tools and equipment; reading, interpreting, understanding and applying building standards and procedures, applicable Federal rules and regulations, and County policies and procedures; reading and interpreting drawings, plans and specifications; effective verbal and written communication; establishing and maintaining effective working relations with co-workers and contractors.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.