

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JANUARY 14, 2014
CLOSING DATE: JANUARY 20, 2014

DEPARTMENT: Public Works Facilities & Land Management

POSITION: Building Maintenance Technician Sr.

LOCATION: Globe

JOB CODE: 14-003

OPEN TO GILA COUNTY EMPLOYEES ONLY

ANNUAL SALARY: \$31,304.00-\$46,467.20 DOE

NATURE OF WORK

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 and is responsible for completion of assigned tasks; assures compliance with applicable state and local building and safety codes and standards.

DUTIES AND RESPONSIBILITIES:

- Performs building maintenance and minor remodeling tasks involving carpentry, painting, plumbing, heating, electrical and mechanical work; operates hand and power tools and ensures compliance with safety operations and safety policies.
- Performs maintenance checks, service and repairs on equipment such as heating, ventilating and air conditioning units, water heaters, small motors, fans, pumps, compressors, and similar items; services, repairs and installs refrigeration systems.
- Performs regular preventative maintenance on County buildings and grounds including painting, sealing, and lube/oil of mechanisms and machinery.
- Interprets construction drawings, plans and blueprints; utilizes construction drawings and prepares material and labor estimates for building maintenance projects.
- Services, replaces, repairs and installs electrical systems, conduit, switches, generators, control panels, sensors, and miscellaneous electrical repairs; troubleshoots electrical problems; installs, moves, adds or changes circuits; troubleshoots and maintains building security systems, including alarms and communications systems.
- 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 with County employees and building inspectors, Local and State Fire Marshals, vendors and other relevant parties in relation to building maintenance activities.
- 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.
- Prepares reports and documentation on assigned projects.
- Drives to other County facilities and job sites 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 working 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 Senior level in the Building Maintenance job family. As such, employees have developed their trade skills can independently perform full range of maintenance and repair functions.

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EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and four (4) years journey level building trades experience in one or more of the following trades: plumbing, electrical, carpentry or HVAC; or equivalent combination of education, training and experience. A valid Arizona Driver's License; Locksmith Certification may be required for some positions.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Building maintenance operations and activities; regulations pertaining to the maintenance of public buildings; building and fire codes; Federal and State safety regulations and standards; processes and standards relevant to construction and maintenance projects; construction plans, drawings and blueprints; equipment and tools used in the construction, maintenance and repair of buildings; safety precautions and practices relevant to the operation of maintenance/construction tools and equipment;

Ability to: Use initiative and independent judgment within established procedural guidelines; make arithmetic calculations quickly and accurately; read and interpret building plans, specifications, and blueprints; prioritize multiple tasks, projects and demands; read construction drawings, plans and blueprints; estimate material and labor costs for projects; safely operate maintenance/construction tools and equipment. Communicate effectively and follow verbal/written instructions.

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.