

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: MARCH 27, 2014
CLOSING DATE: APRIL 9, 2014

DEPARTMENT: Public Works Facilities & Land Management

POSITION: Building Maintenance Technician

LOCATION: Globe

JOB CODE: 14-021

ANNUAL SALARY: \$26,332,80-\$39,104.00 DOE

NATURE OF WORK

Performs a variety of semi-skilled work involving mechanical, electrical, carpentry, and plumbing 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:

- Performs building maintenance and minor remodeling tasks including electrical, plumbing, carpentry, drywall, plastering, masonry, roofing, insulation, and painting.
- Performs regular preventative maintenance on County buildings and grounds including painting, sealing, and lube/oil of mechanisms and machinery.
- 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.
- Provides assistance to County departments regarding special projects including storing files, removing old equipment, and repairing items not assigned to Facilities Management.
- May assist with the preventative maintenance and repair of HVAC systems, electrical installations and plumbing systems.
- Assists with remodeling activities including major modifications of County buildings and structures.
- Completes required building maintenance documentation and reports including maintaining records of materials and equipment used; assists with paper recycling 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.
- Drives vehicles and travels to other County facilities as required.
- May coordinate the work activities of inmate trustees.
- Performs and coordinates landscaping activities.

WORKING ENVIRONMENT:

Work is performed on building maintenance sites; exposure to variable weather conditions, hazardous chemicals, caustic materials, and electrical utilities; standing, walking, driving, operating maintenance/landscape/construction equipment and tools, and occasional lifting up to 100 pounds is involved.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and three (3) years building maintenance/construction experience; or equivalent combination of education, training and experience. A valid Arizona Driver's License.

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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 conducting 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.

Ability to: Maintain, remodel and repair County buildings and grounds; conduct building maintenance projects; perform a full range of skilled building maintenance functions; safely operate maintenance/construction tools and equipment; maintain building maintenance records and documentation; communicate effectively and follow oral/written instructions.

Skills in: Performing a variety of semi-skilled building maintenance functions and activities.

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.