# GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

**POSTED: DECEMBER 10, 2014**
**CLOSING DATE: DECEMBER 23, 2014**

**DEPARTMENT:** **Public Works Facilities & Land Management**

**POSITION:** **Building Maintenance Technician**

**LOCATION:** **Globe**

**JOB CODE:** **14-091**

**ANNUAL SALARY:** **$24,032.00-$25,835.00 DOE**

## PURPOSE OF THE JOB

The purpose of this position is to perform 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. Also maintains landscaping.

## SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities.

| ESSENTIAL DUTIES AND RESPONSIBILITIES | TIME SPENT |
|---|---|
| • Performs building maintenance and minor remodeling tasks including electrical, plumbing, carpentry, drywall, plastering, masonry, roofing, insulation and painting. | 20% |
| • 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. | 10% |
| • Makes exterior repairs including patching roofs/walls/ceilings, weatherproofing, repairing steps, concrete walkways, railing and fences. | 10% |
| • Provides assistance to County departments regarding special projects including storing files, removing old equipment and repairing items not assigned to Facilities and Land Management. | 10% |
| • May assist with the preventative maintenance and repair of HVAC systems, electrical installations and plumbing systems. | 10% |
| • Assists with remodeling activities including major modifications of County buildings and structures; may coordinate the work activities of inmate trustees. | 10% |
| • Completes required building maintenance documentation and reports including maintaining records of materials and equipment used; assists with paper recycling activities. | 10% |
| • 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. | 10% |
| • Performs and coordinates landscaping activities. | 10% |
| • Performs other duties as assigned. | |

## BUDGET RESPONSIBILITIES

This position has no budget responsibilities.

## PROJECT RESPONSIBILITIES

This position has no project responsibilities.

## ORAL COMMUNICATION DUTIES

This position explains County procedures and responds to public inquiries.

## WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, emails and reports.

## INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with the general public and other employees.

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## INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Frequently (More than 25% but less than 40% in a year).

## MINIMUM EDUCATION REQUIRED

High School Diploma or GED

## MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Two (2) years journeyman level building trades experience, including lead experience; or equivalent combination of education, training and experience.

## PROFESSIONAL CREDENTIALS REQUIRED

Ability to obtain Department of Corrections Clearance if assigned to supervise inmate worker activities.

## KNOWLEDGE REQUIRED

Customer and personal service, electrical systems, mechanical (e.g., machines & tools), building and construction, maintenance and maintenance procedures, use of carpentry tools, paints and chemicals. Principles and practices of building maintenance; regulations pertaining to the operation and maintenance of public buildings; 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.

## SKILLS REQUIRED

Apply 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.

## ABILITIES REQUIRED

Perform tasks with arm-hand steadiness, maintain hand, eye coordination, react in a calm and timely manner and follow orders. 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.

## PHYSICAL DEMANDS

Occasionally stands to attend to customers; regularly stands to perform custodian and maintenance work. May be required to lift work related materials, equipment, tools and/or gears up to 100 lbs. Routinely requires dexterity for special machines and may be required to walk to and from work sites, bend, stoop, crawl, kneel and twist.

## WORK ENVIRONMENT

This position regularly spends time in outdoor areas; routinely spends time in and around outside construction areas; regularly spends time in maintenance shops and occasionally spends time in custodian or janitorial rooms.

## SAFETY RISK EXPOSURE

Incumbents in this position are exposed to mechanical hazards, chemical hazards, electrical hazards, extreme temperature, extreme weather conditions, wetness and humidity.

## PROTECTIVE GEAR & SAFETY MANUALS

This position is required to constantly follow written safety procedures and manuals relevant to the division or department. Occasionally requires reflective road vest, plastic rubber gloves, constantly requires safety foot wear, occasionally requires hearing protection devices and hard hat.

## CONSEQUENCES OF ERROR

Potential errors can result in minor delay or inconvenience. Errors can be detected early.

**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.