

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JANUARY 7, 2016
CLOSING DATE: JANUARY 13, 2016

DEPARTMENT: Public Works Facilities & Land Management

POSITION: Building Maintenance Technician Lead

LOCATION: Payson

JOB CODE: 16-001

OPEN TO GILA COUNTY EMPLOYEES ONLY

ANNUAL SALARY: \$36,041.00-\$38,744.00 DOE

PURPOSE OF THE JOB

The purpose of this position is to provide a safe, healthy and attractive workplace for County employees and setting for the public to conduct its County business; to extend the life of County facilities through a systematic maintenance program. Position ensures all safety policies and procedures are followed. This position 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; performs landscaping and housekeeping duties.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Schedules regular preventive maintenance work; and completes required building maintenance reports and documentation including maintaining records of materials and equipment used.	10%
• 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.	10%
• Performs building maintenance and major remodeling tasks involving carpentry, painting, plumbing, heating, electrical and mechanical work; operates hand and power tools; maintains mechanical and electrical systems, while ensuring compliance with safety regulations and policies.	10%
• Performs regular preventative maintenance on County buildings and grounds including painting, sealing, HVAC maintenance, and lube/oil of mechanisms and machinery.	10%
• Services, replaces, repairs and installs electrical systems, conduit, computer cable, switches, generators, control panels, sensors, and miscellaneous electrical repairs.	10%
• 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%
• Coordinates special projects and provides assistance to County departments including storing files, removing old equipment, and repairing items not assigned to Facilities and Land Management.	10%
• Utilizes construction drawings and prepares material and labor estimates for building maintenance projects.	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 other duties as assigned	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

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ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes, explains safety policies and responds to public inquiries.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with internal coworkers and other departmental personnel over the telephone, by email, and/or in person. Incidental contact with the public may occur as part of the work location.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Regularly (More than 55% but less than 70% in a year)

MINIMUM EDUCATION REQUIRED

High School Diploma or GED.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Four (4) 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 and tools), building and construction, animal control, 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; 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.

SKILLS REQUIRED

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.

ABILITIES REQUIRED

Express one's self orally, 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

- Regularly stands to attend to customers, to perform custodian work and maintenance work.
- Occasionally sits to attend to other duties.
- May be required to lift work related materials, equipment and tools up to 100 lbs.
- Routinely requires dexterity for special machines.
- Incumbents in this position may be required to walk to and from work sites, bend, stoop, crawl, kneel and twist.

WORK ENVIRONMENT

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

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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

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

CONSEQUENCES OF ERROR

Potential errors can have legal ramifications, loss of funding, loss of organization's credibility.

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.