



Grand County

Job Description

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| Title: | Facilities Maintenance Technician | Job Code: | 2115 |
| Division: | Maintenance | Effective Date: | 09/2017 |
| Department: | Library Services | Last Revised: | |

GENERAL PURPOSE

Performs a variety of **semi-skilled and unskilled duties** as needed to clean and complete technical maintenance and repairs of library facilities.

SUPERVISION RECEIVED

Works under the general supervision of the Library Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Operations & Projects: Performs a variety of custodial and maintenance tasks for the library system facilities; sweeps, dusts, vacuums, scrubs, polishes, washes windows, changes light bulbs, removes garbage and biological waste, shampoos carpets; empties inside and outside trash containers; replaces light bulbs; performs faucet and drain maintenance; cultivates indoor plants; maintains recycle bins; maintains landscape and facility environ, weeding and grass cutting; inventories and orders cleaning supplies.

Monitors and stocks public restrooms; restocks supplies in public areas and maintains and repairs cleaning equipment; performs room setup for various meetings and events.

Performs outdoor duties including, i.e., maintains grounds of the library; performs watering maintaining drip system, repair of watering systems, mowing lawns, edging, trimming, planting, fertilizing, weeding, insect control and snow and ice removal.

Performs a variety of structural maintenance including carpentry, plumbing and electrical; repairs or replaces electrical transformers, installs electrical outlets; performs other duties which may include a wide variety of emergency and non-emergency maintenance tasks; such as flooring, ceiling, wall, and roof repairs, cooling system repairs, painting, light construction and other repairs; constructs displays and play equipment.

Performs routine upkeep and maintenance on electronic and computer equipment.

Detects and eliminates or minimizes safety hazards; attends periodic safety meetings.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience
 - A. High School Diploma or equivalent;
 - AND
 - B. Two (2) years of experience in facilities and custodial operations or related fields;
 - OR
 - C. An equivalent combination of education and experience.
2. Knowledge, Skills, and Abilities:

Working knowledge of construction and building trades, landscaping, and locksmith tasks; proper use, maintenance and repair of a wide variety of equipment and tools; construction techniques, and methods related to carpentry, and electrical wiring; cleaning chemicals and storage requirements (MSDS); interpersonal communication skills; maintenance procedures on complicated carpentry projects; common hazards related to confined space operations; methods, materials and equipment used in general construction work; equipment and fixtures; electrical and mechanical systems, heating systems, small motors, etc.

Skill in the use of a variety of hand and power tools common to routine maintenance and construction work, i.e., saws, cordless hand drills, etc.

Ability to determine needs for services and supplies necessary to carry out the maintenance programs; properly use and maintain basic tools and equipment; monitor and conform to established budget and spending guidelines for supplies and materials; establish and follow through on work priorities; make quality decisions in emergencies; communicate effectively, verbally and in writing; develop effective working relationships with supervisor, fellow employees and the public.

3. Special Qualifications:

Must possess a valid Utah Driver's License.

Must complete a twelve (12) month probationary period.

Must successfully complete a pre-employment drug screening and background check.

Must be available and on call to respond to facility alarm systems and emergencies.

Must be able to move objects weighing up to 80 lbs.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Frequent local travel required in normal course of job performance. Occasionally exposed to high work places, volatile materials, toxic materials, confined work spaces and seasonal extreme changes in weather conditions. Strength of arms, hands, legs, and back required in the performance of essential functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____

(Employee)