



**ARCHULETA COUNTY, COLORADO
JOB DESCRIPTION**

JOB TITLE: Facility Maintenance Technician
DEPARTMENT: Sheriff's Office
FLSA STATUS: Non-Exempt

JOB SUMMARY:

Oversees the immediate and long term maintenance and improvements of all buildings and properties related to the Sheriff's Office and Judicial facilities; operates and maintains complex mechanical and electrical systems. This includes hands on responsibility for routine work and special projects. Work includes determining priorities in an efficient manner, and determining the nature and extent of maintenance work to be performed.

SUPERVISION RECEIVED

Receives direct supervision from the Sheriff or his/her designee.

SUPERVISION EXERCISED

This position does not usually exercise supervisory responsibilities, however may supervise part-time employees or work of contractors.

ESSENTIAL FUNCTIONS:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The administration retains the right to modify or change the duties or essential functions of the job at any time.

Solicits quotes and/or cost estimates either over the phone or in writing; for repair and maintenance of facilities.

Coordinates work performed by outside contractors. Is point of contact between the Sheriff's Office and outside contractors.

Performs in house remodels and special projects.

Oversees building emergency response and security systems and pest control.

Maintains, repairs and improves County owned facilities (structures and mechanical systems) including but not limited to: minor repairs to roofs, ceilings, walls, general plumbing repair and maintenance.

Performs maintenance and repair to HVAC and geothermal systems to include changing filters, lubrication and belts to heating and air condition systems.

Assist with moving furniture, files, boxes to storage, making minor repairs to equipment and other duties as may be needed.

Coordinates and responds to findings of building inspections.

Proactively seeks ways to operate and maintain facilities and grounds in the most cost effective manner.

Responsible for ordering materials and supplies within budget allowances and maintains inventory sufficient to expedite projects.

Oversees maintenance practices and a variety of projects; evaluates alternatives, prepares or reviews cost estimates.

Develop plans, prepare cost estimates, procure materials and perform in house remodels and special projects.

Removes snow and ice from building parking lots, walkways and steps.

May be required to operate a variety of light and heavy equipment.

OTHER DUTIES

Performs other related duties as assigned.

Consults with Sheriff or his/her designee in prioritization of projects.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying.

- Incumbent is occasionally required to work outside normal work hours in the performance of duties.
- Possess the highest degree of integrity and strong interpersonal skills.

Education, Experience and Licenses and Clearances

Education: Equivalent to the completion of the twelfth grade.

Experience: Five or more years of relevant work experience.

Licenses and Certifications:

Possession of, or ability to obtain, a valid Driver's License at place of residency.

Training: Possession of, or ability to obtain, specialized certification – such as security systems, audio and video, HVAC and fire and security alarms.

Clearances: Must be able to pass a background for security clearance

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles, practices and objectives as related to the Sheriff's Office Mission Statement, Core Values Statement and the Law Enforcement Code of Ethics.
- Sheriff's Office and County rules, regulations, policies, procedures and standard operation procedures.
- Trouble shooting and basic repairs of mechanical and electrical systems, including, but not limited to, HVAC, fire and security alarms.....
- Working knowledge of common hazards and safety precautions necessary for building and grounds maintenance.

Ability to:

- React effectively and safely in emergency and stressful situations.

- Attentive to detail including the ability to observe multiple activities and quickly identify inappropriate inmate conduct.
- Establish and maintain effective working relationships with other County employees, and representatives of other agencies.
- Communicate effectively with contractors, tradesmen, and laborers.
- Administers contracts for service.
- Ability to read and interpret construction documents and specifications.
- Exercise initiative and independent judgment in ensuring necessary work is performed.
- Time management and project management skills, ability to self-manage.
- To read and interpret construction documents and specifications.
- To resolve conflicts and to foster an atmosphere of teamwork, cooperation, accountability and responsibility.
- Follow written and/or verbal instructions.
- Complete varied tasks with minimal supervision.
- Operate and use general maintenance tools and equipment.
- Prioritize tasks and accomplish the assigned workload in a timely manner and meet established performance standards and objectives.
- Establish and maintain effective working relationships with other County employees and contracted workers.

TOOLS AND EQUIPMENT USED:

Working knowledge and ability to use various tools and equipment relating to assigned tasks.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to move and from various points with-in County facilities and drive to various County facilities.

Ability to lift and/or carry up to 50 pounds on a regular basis. Requires frequent use of both hands and manual dexterity to operate hand and power tools, vehicles, and equipment. Requires frequent pulling/pushing, reaching, bending/stooping, kneeling, squatting, and twisting to utilize tools, inspect construction/maintenance sites, perform maintenance, and negotiate around equipment.

Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

Ability to hear and conduct routine conversation, Requires ability to receive/exchange written and/or verbal instructions.

Ability to work with hands above shoulder height or arms extended at shoulder height. The employee is required to use hand to finger, handle, grasp or feel objects, tools, or controls, and reach with hands and arms.

Requires sufficient hearing and speech ability to communicate verbally in response to inquiries, complaints, and to speak to individuals or groups in an informational or instructional situation.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of the job.

Work may expose the incumbent to potentially hostile situations and to individuals who are angry, agitated or otherwise upset.

Work is conducted in both indoor and outdoor environments. Incumbent experiences frequent exposure to all types of weather conditions, dust, solvents, grease and oils. Frequently required to travel to other County office locations or work sites.

All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been included. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.

In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.

Employee Signature

Date