

MAINTENANCE TECHNICIAN-GENERAL PROPERTIES

GENERAL DEFINITION

Performs skilled work maintaining infrastructure and facilities and overseeing subordinates. Responsibilities include supervising routine facility maintenance and cleaning activities; project management on capital improvements completed by either in-house staff or contractors; setting up and taking down for special events.

ORGANIZATIONAL RELATIONSHIP

Work is performed under the general direction of the Director of General Properties or his/her designee.

TYPICAL TASKS

- Performs buildings and grounds repair and maintenance jobs as required such as painting; carpentry, electrical, equipment maintenance and repair, masonry or refinishing jobs;
- Assigns, schedules and directs the work of subordinates engaged in the maintenance of public buildings;
- Checks and repairs infrastructure including maintenance equipment, restroom facilities and other equipment;
- Required to order maintenance supplies and materials with a great deal of independence;
- Assist the Senior Maintenance Technician in development of repair and maintenance schedules for maintenance equipment and infrastructure;
- Assist the Senior Maintenance Technician in making checks on projects for progress and for conformance to work plans and orders;
- Makes regular inspections of buildings and grounds to insure safe public use;
- Assists in more difficult tasks, and personally performs skilled repair work;
- Responsible for the maintenance all maintenance equipment and schedule regular repair and maintenance schedule for mechanical items;
- Maintains lawns, parking lots, and shrubbery/trees; and signage;
- Keeps records and makes detailed reports on maintenance items in conformity to safety requirements;
- Immediate supervision of Maintenance Worker II positions and jail trustees;
- Support at special events including site preparation, set-up and take-down, and repair of facilities due to heavy public use;
- Performs other duties as may be assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of general maintenance and the equipment and tasks related to maintenance of buildings and grounds; thorough knowledge of the occupational hazards and safety precautions of the work; ability to exercise independent judgment in determining operation conditions; ability to plan and supervise the work of park maintenance staff; thorough knowledge of plumbing, electrical, turf management; ability to establish and maintain adequate records.

TRAINING, EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school or vocational school and extensive experience including some experience in building maintenance work and project coordination.

