Date Posted: 3/15/17
Department: Facilities
Job Title: Facilities Maintenance Technician (Part-Time Temporary)
Salary: $15/hour (27 hours/week)
Applications accepted until: Filled
Elbert County is an Equal Opportunity Employer
If interested, please submit application and resume to:
Elbert County Government
215 Comanche St., PO Box 7, Kiowa, Colorado 80117
Or email: dianna.hiatt@elbertcounty-co.gov
For more information, please call 303-621-3150

Facilities Maintenance Technician
Part-Time Temporary Position

Department: Facilities
Approved: February 2016

Salary: $15/hour
FLSA: Non-Exempt

DEFINITION/SCOPE OF WORK:
This is semi-skilled work performing a variety of general grounds, building maintenance, janitorial and medium construction tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
(The following examples are illustrative only and are not intended to be all inclusive.)

- Performs basic construction and repair work to building facilities using a variety of hand and power tools
- Performs basic construction and repair work on equipment using a variety of hand and power tools
- Performs general interior and exterior building maintenance (drywall, framing, painting, laying carpet, welding, etc)
- Completes accurate work orders and preventative maintenance records for all County facilities and building systems per assignment
- Receives and/or delivers supplies to various staff members and locations
- Assists with preparation of fairgrounds facilities for renters
- Performs janitorial duties on all Elbert County facilities including the fairgrounds

OTHER DUTIES:

- Performs cleaning duties in County offices, halls, conference rooms and restrooms
- Perform general interior and exterior building maintenance (drywall, painting, remodel etc.)
- Assists with snow and ice removal adjacent to buildings
- Assists in relocation of office equipment and partitions
- Works occasional nights and weekends as Fairgrounds scheduling deems appropriate
- Performs other duties as assigned

SUPERVISION RECEIVED:

- Supervision may be minimal at times due to work schedules/loads that may require team members to be sent to other facilities to complete work

SUPERVISORY RESPONSIBILITIES:

- This position does not directly supervise other employees

CONSEQUENCE OF ERROR:

- This is skilled work performing generalized building maintenance. Consequence of error may result in unsatisfactory work requiring expenditure of resources to rectify the potential for significant building damage and downtime for County department/divisions.

INDEPENDENT JUDGEMENT:

- Ability to use past experience and knowledge to make appropriate decisions.

CONTACTS:

- Work involves daily contact with other County employees and the public.
- When available, trustees in custody of the Elbert County Sheriff's office will work directly with the person in this position.

MINIMUM QUALFICATION REQUIREMENTS:

(All applicants must be able to meet the minimum requirements to be considered for the position.)

EDUCATION/EXPERIENCE:

- Generally a high school diploma or GED and two years of building maintenance experience or any equivalent combination.

Knowledge:

- Some knowledge of safety standards and practices. Skill in the use of a variety of hand and power tools.

Skills: (Language and Math)

- Ability to follow oral and written instructions; accurately complete detailed work orders; establish and maintain effective work relationship with County employees and the public.
- Use of the computer for electronic communication is required.

Abilities: (Reasoning)

- Ability to apply common sense understanding to carry out instructions.

WORK ENVIRONMENT:

Material and Equipment:

- Various hand and power tools; general construction materials; ladders; scaffolding

Physical Demands:

- The employee must regularly lift and/or move up to 50 pounds and be able to perform strenuous physical labor up to 10 hours a day (squatting, bending, working from a kneeling position).

Physical Requirements:

- Driving: Occasionally
- Balancing: Occasionally
- Bending/Stooping: Frequently
- Twisting: Frequently
- Squatting/Crouching: Frequently
- Kneeling: Frequently
- Crawling: Occasionally
- Climbing Stairs: Occasionally
- Climbing Ladders: Occasionally
- Reaching at shoulder level: Frequently
- Reaching below shoulder level: Frequently
- Reaching above shoulder level: Frequently
- Standing/Walking: Frequently
- Position requires sitting for extended periods of time.
- Lifting: 1 lb minimum/50 lbs maximum
- Carrying: 1 lb minimum/50 lbs maximum
- Push/Pull: 1 lb minimum/50 lbs maximum

General Work Environment:

- Work is performed both inside facilities and outdoors in all weather conditions. The employee is occasionally exposed to risk of electrical shock.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of, or ability to obtain, a valid Colorado driver's license.