

Date Posted: 10/4/17

Applications accepted until: 10/18/17

Elbert County is an Equal Opportunity Employer

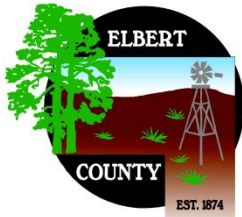
If interested, please submit application and resume to:

Elbert County Human Resources Department

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

Department: Facilities

Salary: \$2,832.96/month (\$18.16/hour)

Approved: October 2017

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

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

EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Generally a high school diploma or GED and two years of building maintenance experience or any equivalent combination
- Some knowledge of safety standards and practices. Skill in the use of a variety of hand and power tools
- 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
- Ability to apply common sense understanding to carry out instructions
- Valid State of Colorado Class “A” driver’s license with acceptable motor vehicle record
- Must receive acceptable background check
- This is a safety sensitive position that is subject to random drug testing

WORKING CONDITIONS

Work is generally scheduled Monday through Thursday and involves on-call duty which requires working some weekends and holidays. Travel by vehicle is required to reach work sites. Incumbent is exposed to the following environmental factors: year-round outdoor weather conditions; work near moving mechanical parts; work in or near moving traffic, fumes or airborne particles; toxic or caustic chemicals and vibration; use of various hand and power tools; general construction materials; ladders; scaffolding; must regularly lift and/or move up to 100 pounds and be able to perform strenuous physical labor up to 10 hours a day (squatting, bending, working from a kneeling position).

Physical Activities:

Grade Scale:	Frequently/Occasionally/Never
Driving:	Frequently
Balancing:	Frequently
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
Lifting:	1 lb Minimum/100 lbs Maximum
Carrying:	1 lb Minimum/100 lbs Maximum
Push/Pull:	1 lb Minimum/100 lbs Maximum