

JOB DESCRIPTION

JOB TITLE: Facilities Maintenance Technician
DEPARTMENT: Administration Division; Executive Department
REPORTS TO: Facilities Maintenance Lead
Non-exempt position, EEO cat 8

SUMMARY:

As part of the South Sound 911 Administration Division, and under the direction of the Facilities Maintenance Lead and Deputy Director of Operations, this non-exempt position performs a variety of routine maintenance duties and manages external contracts for other maintenance services. The position has access to confidential information and essential systems supporting 911 and other operations.

ESSENTIAL FUNCTIONS:

Responsible for overall facilities appearance for grounds, building (interior/exterior), and perimeters.

Perform general maintenance functions, to include plumbing, electrical, furniture and fixtures and repair duties.

Provide support for maintenance contracts including, but not limited to; janitorial services, landscape/grounds maintenance, security systems, general power backup systems and building systems.

Coordinate the receipt and tagging of fixed assets and equipment and furniture deliveries. Assist with the inventory processes as required.

Provide oversight of surplus processes for equipment and furniture. Coordinate disposal or pickup as necessary.

Coordinate access for employees; and assists in maintaining cameras and other security equipment.

Maintain life/safety equipment to include smoke detectors, fire extinguishers, AED's etc.

Provide assistance to Support Center personnel and Communications Systems Specialists as assigned.

Coordinate disposal of refuse, performing general housekeeping function to include common areas, sleep areas, public areas to ensure a clean, safe and pleasing environment.

QUALIFICATIONS:

Three years of increasingly responsible experience in maintaining facilities, systems and equipment; or any combination of relevant education and experience, which would demonstrate knowledge, skill and ability to perform the essential duties.

Ability to read and interpret building plans, wiring diagrams and various schematics

Associate's degree preferred.

KNOWLEDGE AND EXPECTATIONS:

Fluent use of the English language
Understand and follow written and verbal instructions
Understand and interpret complex rules and procedures
Read, interpret, explain, apply and follow applicable laws, ordinances, codes, regulations, policies and procedures
Work appropriately with confidential material and information
Work with speed and accuracy
Follow safety rules and regulations
Communicate efficiently and effectively both orally and in writing using tact, patience and courtesy
Maintain cooperative and effective working relationships with others
Analyze situations quickly and adopt an effective course of action
Organize work with many interruptions and multiple tasks to meet schedules and timelines
Be reliable, dependable and report for work on a consistent basis
Provide excellent customer service in a fast paced and challenging environment
Collaborate with team members and other support teams to resolve incidents and technical issues

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Possess and maintain a valid Washington Driver's License and provide own transportation for travel to other locations, offsite meetings and occasional pickups and deliveries.

PHYSICAL REQUIREMENTS:

The physical demands described here 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 regularly required to sit at a computer terminal, walk frequently both indoors and out; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, stoop, or kneel. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORKING ENVIRONMENT:

Employee works in an indoor climate-controlled office environment. The noise level in the work environment is usually quiet. This position will interact with employees and customers on a regular basis. Some work may require the employee to be outdoors in variable weather conditions. Travel to various work sites and/or meeting locations may be required. Work is subject to frequent interruptions and normal office noise.

MACHINES/TOOLS/EQUIPMENT/WORK AIDS:

Personal computer, copy machines, telephone, fax machine, E-mail, calculators, head sets, printers.

POTENTIAL HAZARDS:

The hazards are consistent within an office environment.

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Activity	Percentage of time	Activity	Pounds
Standing	25% of time	Pulling& Pushing	35 lbs.
Walking	25% of time	Lifting	35lbs.
Sitting	50% of time	Carrying	35lbs.

The following abilities are required to perform the essential job functions:

Hearing	Yes
Seeing	Yes
Speaking	Yes
Depth Perception	Yes
Color Vision	Yes

Seldom to occasionally the position will require the following activities: Stooping, Crouching, Crawling, Climbing, Balancing and Kneeling, Reaching and Handling Dexterity.

ADDITIONAL COMMENTS:

The statements herein are intended to describe the general nature and level of work performed by employee(s) in this job title. The statements are not a complete list of responsibilities, duties and skills required of employee(s) in this job title. Furthermore, the job description does not establish a contract of employment and is subject to change at the discretion of the agency.

PREPARED BY: Laura Lakowske, Recruiting Coordinator

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