

Garfield County
Job Description

Title:	Facility Maintenance Technician (FMT) I, II: Sheriff's Office		
Department/ Office:	Sheriff	Reports to:	Facility Maintenance Manager
Division:	Maintenance	Pay Grade:	FMT I: 1 FMT II: 4
FLSA Status:	Non-Exempt	Driving Classification:	Marginal
Supervision Exercised:	None	Licenses/ Certifications:	None
Minimum Education:	High School diploma or GED.		
Minimum Experience:	FMT I: None FMT II: Five years progressively responsible work experience in facility maintenance, construction, repair, or military experience in a related position.		

General Purpose:

FMT I: Performs routine maintenance of Sheriff's Office facilities and equipment.

FMT II: Performs all aspects of building renovation, repair and maintenance of the Sheriff's Office facilities and equipment.

Essential Functions:

(These duties are a representative sample; position assignments and detailed work instructions may vary.)

Facility Maintenance Technician I:

1. Performs routine maintenance such as oiling equipment, repairing windows, replacing light bulbs, etc.
2. Performs routine electrical and plumbing repairs and maintenance.
3. Keeps tools, equipment and machines clean and in safe operating order, and follows all procedures for safe and efficient operation of tools, equipment and machines.
4. Accepts assignments to perform more complex tasks for on-the-job training, relief or special assignment.
5. Reviews all work products to ensure highest level of quality.
6. Performs other duties of a similar or related level as necessary or assigned.

Facility Maintenance Technician II:

1. Performs all essential duties of Facility Maintenance Technician I as needed.
2. Plans, schedules and performs routine maintenance such as oiling equipment, clearing clogged drains, painting, repairing windows, doors and floors.
3. Repairs and maintains motors, plumbing, electrical fixtures, heating and air conditioning systems and other machines and equipment; replaces worn or broken parts.
4. Inspects and tests structures, machines and equipment to determine causes of problems.
5. Uses cutting torches or welding equipment to cut or join metal parts.
6. Assembles and installs building components, such as plumbing, machinery and equipment.
7. Takes apart, fixes and puts together defective machines and equipment.
8. Cleans and lubricates shafts, bearings, gears and other parts of machinery.
9. Sets up and operates machine tools.
10. Estimates costs of repairs.
11. Orders supplies and parts.
12. Keeps records of maintenance, repairs, purchases and costs.
13. Monitors, operates and maintains computer-controlled systems.
14. Reviews all work products to ensure highest level of quality.
15. Performs other duties of a similar or related level as necessary or assigned.

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Job Qualifications:

Must be at least 21 years of age; must submit to and pass pre-employment drug & alcohol testing and post-employment random drug and alcohol testing; must pass physical and background check.

Facility Maintenance Technician I:

Knowledge of:

1. Routine maintenance and repair methods and techniques.
2. Basics of plumbing and electrical equipment repair.
3. Basic arithmetic functions (add, subtract, multiply and divide).
4. Basic computer hardware and software applications.

Ability to:

1. Speak, read and write the English language.
2. Communicate effectively verbally and in writing.
3. Use hand tools and power tools.
4. Interpret and comply with written and verbal instructions.
5. Establish and maintain good working relationships.
6. Understand and practice safety procedures and precautions.

Facility Maintenance Technician II:

Knowledge of:

1. Relevant Federal, state and local laws, rules, regulations, codes and/or statutes that govern facility construction, renovation, repair, and maintenance.
2. Standard practices, materials, tools, equipment and safety precautions used in various building and maintenance trades and electrical power systems.
3. Building construction methods and materials.
4. Detention and commercial locks and security equipment.
5. Local, state and Federal laws, ordinances, regulations and codes (building, electrical, plumbing, fire, etc.) that govern facility construction, renovation, repair, and maintenance.
6. Local, state and Federal laws concerning inmate management, safety and security.
7. Methods and techniques of dealing with individuals in custody.
8. Criminal attitudes and behavior patterns.
9. Inmate classification and living area assignments.
10. Sheriff's Office Policy and Procedures; County rules, regulations and procedures.
11. First aid methods and techniques.
12. Basic math skills.
13. Relevant computer hardware and software applications.
14. Safety principles and practices related to work.

Knowledge of 60% of the following trades:

1. Electrical: building wiring from the high voltage buss and generator through switch gear; feeder circuits to the loads to include 3 phase motors; lighting circuits.
2. Electronic: control systems - locks, cameras, HVAC, generator and boiler.
3. Computer: HVAC, desk top, server and camera.
4. Pneumatics: controls, compressors and actuators.
5. Plumbing: fluid dynamics, hydraulic, drain systems (including sand & grease traps).
6. Locks, keys & doors: repairs to detention locks, slider doors and commercial locks, including key and tumbler changes.
7. Sheet metal: HVAC ducting repair.

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8. Steel: welders, torches and grinders.
9. Carpentry: cabinets and drywall.
10. Flooring: tile installation and carpet repair.
11. Masonry: block repairs and concrete.
12. Mechanical: replacement and repairs of pumps, valves, sheaves, pulleys, belts, diesel and gasoline engines, boiler, commercial kitchen and laundry equipment.
13. HVAC/Refrigeration.
14. Troubleshooting: electronic/computer control systems, electrical/mechanical interfaces, mechanical equipment and hydraulic equipment.

Ability to:

1. Speak, read and write the English language.
2. Communicate effectively verbally and in writing.
3. Use fire fighting equipment, SCBA, fire extinguishers and smoke control equipment.
4. Safely and competently use applicable tools of the trade.
5. Read and understand blue prints, repair manuals and parts catalogs.
6. Interpret and comply with written and verbal instructions.
7. Remain calm and use good judgment during confrontational or high pressure situations.
8. Effectively operate while under continuous pressure.
9. Define problems, collect data, establish facts, draw valid conclusions and implement appropriate solutions.
10. Interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, etc.
11. Perform multiple tasks simultaneously.
12. Establish and maintain good working relationships.
13. Understand and practice safety procedures and precautions.
14. Maintain a high level of professionalism and confidentiality.
15. Work outside normal business hours.

Internal & External Contacts:

Internal Contacts:

Frequently interacts with other Office employees.

External Contacts:

Frequently interacts with vendors, contractors, inmates; occasionally interacts with the public.

Physical Activities and Work Environment:

The physical demands and work environment 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 otherwise qualified individuals with disabilities to perform essential functions.

Required Physical Activities:

While performing the essential functions of this job the employee is frequently required to talk, hear, sit, stand, walk, bend, stoop, kneel; and is occasionally required to climb, balance, crouch and crawl; is frequently required to lift and carry up to 20 pounds; is occasionally required to lift and/or move up to 50 pounds and to exert up to 100 pounds of force; is occasionally required to maintain body balance while ascending or descending ladders or open stairs, and to maintain body equilibrium while bending at the waist or at the knees. The employee is routinely required to reach with hands and arms; work with the hand or hands in handling, seizing, holding, or grasping motions and with the fingers in fingering, picking and pinching actions to operate objects, tools or controls. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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Work Environment:

While performing the essential functions of this job, the employee is frequently exposed to outdoor weather conditions that may vary from extreme heat to extreme cold; and to debris, fumes, odors, airborne particles and dust. The employee is occasionally exposed to the possibility of bodily injury from electrical shock or mechanical hazard. The employee occasionally works in high, precarious places; and is occasionally exposed to toxic or caustic chemicals.

The employee frequently works in a closed, stressful and loud environment with occasional exposure to high decibel generated noise.

The employee may be exposed to interactions with physically violent and/or mentally or emotionally disturbed persons.

Required Travel:

The employee may occasionally be required to travel within the County..

Computers and Other Equipment:

Computer and relevant software applications; calculator; telephone system; radio communication equipment; facsimile; postage machine; shredder; copier.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts Garfield County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.