

BUILDING AND GROUNDS MAINTENANCE TECHNICIAN

DEFINITION

Under general supervision; to perform a variety of journey-level work in the maintenance and repair of buildings, fixtures and plant equipment especially in the areas of heating/air conditioning, 3 phase electrical, mechanical and hydronic systems; to do routine work as required.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification with expertise in electrical, heating/air conditioning and mechanical. Incumbents are expected to perform assigned duties independently and may provide instruction or training to others as assigned.

REPORTS TO

Director of Facility Services

CLASSIFICATIONS DIRECTLY SUPERVISED

May provide lead direction and training to Building and Grounds Maintenance Worker II, I and Temporary or Extra Help work staff.

BUILDING AND GROUNDS MAINTENANCE TECHNICIAN - 2

EXAMPLES OF DUTIES

- Performs a variety of skilled and semi-skilled work in the maintenance and repair of County Buildings and Grounds.
- Inspects, disassembles, repairs, maintains and services county heating, air conditioning, ventilating, and refrigeration units and systems.
- Tests defective parts and determines cause of malfunction.
- Inspects wiring, relay contacts, capacitors, motors and belts.
- Replaces damaged or malfunctioning parts.
- Changes filters, cleans and lubricates equipment.
- Adjusts and installs switches, gauges and other control systems.
- Installs and replaces tubing and pipe as necessary.
- Completes and maintains records, logs and reports.
- Assists with duties of Building and Grounds Maintenance Worker II.
- May oversee and assign work to temporary staff and provide instruction and training to Building and Grounds Maintenance staff.

TYPICAL PHYSICAL REQUIREMENTS

Frequently sit for extended periods; stand and walk or crouch on narrow, slippery, and erratically moving surfaces; stoop, kneel, bend to pick up or move objects, office equipment, and furniture; physical ability to lift and carry objects weighing up to 100 pounds; physical ability to lift and carry objects weighing up to 150 pounds with assistance; use of CFC refrigerant recovery equipment; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; hand and power tools, electrical testing equipment, and a variety of building trades, tools, and equipment.

TYPICAL WORKING CONDITIONS

Work is performed both in office and outdoor environments; some exposure to varying temperatures; exposure to dust, steam, controlled and hazardous substances, pesticides, herbicides, gases and chemicals; working around electrical current, and moving machinery parts; some contact with staff and the public.

BUILDING AND GROUNDS MAINTENANCE TECHNICIAN - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Heating, air conditioning, ventilation systems, and CFC recovery procedures.
- Methods and practices followed in the maintenance of tools, machinery and equipment.
- Three phase electrical and hydronic heating and cooling.
- Applicable provisions of building, electrical, and plumbing codes.
- Plumbing and electrical systems in County buildings.
- Safe work practices.
- Occupational hazards and safety precautions of the building maintenance trades.
- Standard tools, methods, practices, and materials involved in the building trades.
- Carpentry, electrical, and plumbing trades.

Ability to:

- Perform HVAC repair and maintenance.
- Use electrical testing equipment.
- Read and understand plans, construction drawings, and blueprints.
- Estimate time and materials needed to perform maintenance, construction, and repair jobs.
- Follow written and oral instructions.
- Use and care for hand and power tools utilized in the building trades.
- Perform arithmetic calculations at the level necessary for satisfactory job performance.
- Skillfully use a variety of building trades tools and equipment.
- Recognize and locate conditions which require maintenance and repair work.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Thorough knowledge of heating and air conditioning repair and maintenance with at least 2 years experience working on equipment.

Three (3) years of responsible experience in building and maintenance work equivalent to Building and Grounds Maintenance Worker II with Plumas County.

Special Requirement: Ability to obtain a valid CFC refrigerant recovery license within 6 months of beginning employment.

Must possess a valid driver's license at time of application and a valid California Drivers License by time of appointment. The valid California License must be maintained throughout employment.