



**COUNTY OF KING WILLIAM, VIRGINIA
DEPARTMENT OF MAINTENANCE**

JOB DESCRIPTION

Job Title:	Maintenance Technician
Position Class:	Trades and Operations
Pay Grade:	N9
Exempt Status:	Non-Exempt
Salary Range:	\$30,467-\$48,747

GENERAL DESCRIPTION:

This is a skilled position. The incumbent performs routine tasks to repair and maintain equipment, facilities and systems in County buildings to include the County Park. May be delegated to ensure Park facilities are adequately maintained and equipment is functioning and safe to use. Performs other related duties as directed. Work is performed with a moderate degree of latitude for independent judgment and action. Periodic evening and weekend work may be required. The Maintenance Services Technician is a position within the Maintenance Division and reports to the Facilities Manager.

ESSENTIAL FUNCTIONS:

- Completes daily repairs and preventative maintenance to County facilities, buildings and County Park.
- Interprets building blueprints, related schematics, and diagrams to perform routine maintenance.
- Inspects and maintains all building environmental systems and communications, such as HVAC.
- Programs, interprets, and operates building automation center that controls building systems and security.
- Operates mechanical systems such as chillers, boilers, pumps, air handling units, and heaters.
- Operates machinery including, but not limited to tractors, lawn mowers, blowers, implements for equipment, etc.
- Performs periodic testing of diesel generator equipment and fire protection systems.
- Completes routine maintenance tasks such as machinery cleaning, plumbing repairs, lighting/filter replacement, and painting.
- Delivers and relocates office furniture as needed.
- Interacts with staff, contractors, and others to complete projects.

- Performs related work as assigned.

SECONDARY FUNCTIONS:

Requires an extensive knowledge of mechanical, electrical, and maintenance practices. Must have basic understanding of plumbing, HVAC, and building construction--including ability to operate power and hand tools. Requires ability to read, interpret, and work from blueprints, schematics, diagrams, and manuals. Good communication skills required, both oral and written, to maintain records and prepare reports. Ability to operate computerized equipment desired.

PHYSICAL REQUIREMENTS:

This is physical work requiring exertion in excess of 100 pounds occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force regularly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, fingering, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, night vision, peripheral vision, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

High school diploma required with additional training in a technical program preferred. Previous work-related experience desired. Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Must possess and maintain a valid Virginia Driver's License (job-related driving of County vehicles is required).

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All King William County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

****Potential candidates will be required to complete drug testing, driving and background checks.**

The foregoing is intended as a general description of job responsibilities and performance expectations and does not constitute a contract for employment between the employee and the County of King William, Virginia.