JOB DESCRIPTION

JOB TITLE: MAINTENANCE TECHNICIAN I
REPORTS TO: FACILITIES MANAGER
DEPARTMENT: FACILITIES MAINTENANCE
CLASSIFICATION: NON-EXEMPT
GRADE: 4

ORIGIN DATE: SEPT. 2000
REVISION DATE: AUG. 2020
DEPARTMENT NO: 10-70
JOB ZONE: 6.0 to < 7.0

I. REASONABLE ACCOMMODATION STATEMENT:

a. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

II. JOB SUMMARY: This is a non-exempt position. Under the supervision and direction of the Facilities Manager. This position requires the maintenance of all County building systems.

The roles, responsibilities, job functions, knowledge, skills and abilities set forth herein may be revised from time-to-time in order to comply with federal and state laws, departmental needs and the changing requirements for this position.

III. ESSENTIAL FUNCTIONS: Duties consist of; but are not limited to:

a. Assist in establishing and maintaining preventative maintenance schedules and records for all systems in the assigned County facilities; heating, cooling, electrical, electronic, plumbing and structures.
b. Assist in the installation of new equipment or replacement equipment. Record system changes caused by the new or replacement equipment. Assist in establishing the appropriate logs and records for the above equipment.
c. Assist in performing repairs or having repairs done by others to any County system or building.
d. Perform preventative maintenance on any County building or system or building in accordance with maintenance schedules.
e. Assist in establishing and maintaining inventories of maintenance supplies, tools and equipment.
f. Responsible for assisting in the day to day operation of boilers, chillers, cooling towers, kitchen equipment, emergency generators, laundry equipment, etc.
g. Must maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, the general public, fellow coworkers and management. Being pleasant with others on the job and displaying a good-natured, cooperative attitude. Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
h. Must be reliable, responsible, dependable, and fulfill obligations.
i. Must show up to work as scheduled.
j. Perform other duties as assigned.

IV. MAARGINAL FUNCTIONS:

a. Identify equipment and rename for sale at auction.

b. Attend required and selected seminars or training sessions.
c. May be assigned other temporary duties as needed.

V. QUALIFICATIONS:

a. Must have valid Kansas driver's license.
b. EXPERIENCE: Must have at least one year of prior general mechanical maintenance. One year of prior experience in plumbing and electrical at the commercial level is preferred. One year of prior experience in the operation of boilers, chillers, and cooling towers is preferred.
c. EDUCATION: High school diploma, G.E.D. or equivalent required. Formal training in plumbing, heating and air conditioning preferred.
d. KNOWLEDGE: Must have the ability to receive, interpret and follow verbal and written instructions. Required to read, write and speak English fluently, with the ability to speak a foreign language helpful. The ability to read detailed blueprints and schematics is preferred but not required. Must acquire pertinent technical knowledge relating to systems.
e. SKILLS: Operate a motor vehicle and all equipment relating to maintenance duties.
    i. Problem Solving: Frequent situations arise in this position, which call for good trouble-shooting ability and sound analysis.
    ii. Decision Making: Frequent situations arise that are outside of standard operating procedures and call for careful action.
    iii. Supervisory: None.
    iv. Budgetary: Minimal transactions occur in this position and there are no budgetary responsibilities.
    v. Interpersonal: Must be able to work and communicate with department employees, public and vendors.
    vi. Working Conditions: Generally good working conditions with some typical maintenance repair situations that may cause some discomfort. May be exposed to some adverse weather conditions. Subject to voluntary overtime and emergency call-ins.
    vii. Physical Requirements: Requires sufficient visual acuity to be able to read and write and use maintenance equipment. Requires sufficient visual acuity to be able to read and write and operate custodial equipment. Requires sufficient hearing level to be able to effectively communicate with others directly or by telephone. Occasionally lift items weighing up to 60 pounds to a height of 60 inches. Must have ability to climb and descend ladders and stairs with tools and equipment. Must not have colorblindness that would prevent color coding of electrical wiring.
        1. **Employees hired after July 22, 2016:** Lyon County/City of Emporia (Company) understands that a job analysis is being completed in compliance with the American's with Disabilities Act (ADA). One of the outcomes of the job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post-employment (fit for duty) candidate for the position. For the Classification Series of LYON COUNTY/CITY OF EMPORIA: LABORER MAINTENANCE: **The Company representative hereby acknowledges the following as valid physical requirements:**

a. Employee lifts/carries 80 pounds occasionally (less than 33% of the time or 1-100 times per day).
b. Employee lifts/carries 50 pounds frequently (34%-66% of the time or 100-500 times per day).
c. Employee lifts/carries 20 pounds constantly (67%-100% of the time or over 500 times per day).
d. Employee's position requires pushing a maximum force of 100 pounds.
e. Employee's position requires pulling a maximum force of 100 pounds.

2. SAFE LIFTING CRITERIA:
   a. **Floor to knuckle:** 72 lbs
   b. **12" to knuckle:** 72 lbs
   c. **Knuckle to shoulder:** 36 lbs
   d. **Shoulder to overhead:** N/A
   e. **Carry:** 72 lbs
   f. **Push:** 90 lbs force
   g. **Pull:** 90lbs force

PHYSICAL DEMANDS;		**LIFT/CARRY;**	
Stand:	O	10 lbs. or less:	C
Walk:	O	11-20 lbs.:	F
Sit:	N	21-50 lbs.:	F
Handling:	N	51-100:	N
Reach Outward:	O	Over 100 lbs.:	N
Reach above shoulder:	O	**Push/Pull;**	
Climb:	O	12 lbs. or less:	C
Crawl:	O	13-25 lbs.:	F
Squat or kneel:	O	26-40 lbs.:	O
Bend:	O	41-100 lbs.:	N

This job description has been examined for compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FSLA).

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

By Signing below, I am certifying that I have read and understand the job description. I also attest that there is nothing in this Job Description that precludes me from performing any of the aforementioned duties with or without reasonable accommodation.

Signature_____ Date _____

Printed Name _____

Lyon County Representative Signature _____