

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### FACILITY TRADES TECHNICIAN

**Department:** Facilities Management  
**Pay Grade:** 202/208/210/212/214  
**FLSA Status:** Non-Exempt  
**Job Class:** 7012  
**Risk Code:** 9015

#### JOB SUMMARY

Responsible for performing various duties that require very frequent physical labor ranging from unskilled to highly skilled repairs, maintenance, remodeling, and new construction for County buildings and facilities.

#### ESSENTIAL JOB FUNCTIONS

- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Performs duties in one of the following trades as primary job function.
- Performs duties in woodworking, including measuring, cutting, gluing, and nailing wood in the repairing of cabinets, doors, windows, and remodeling of office space including framing, finish drywall, laying of vinyl and carpet, re-roofing and installing of windows, doors, and locks.
- Makes signs and keys using power tools. Operates table saws, drill presses, jointers, shapers planes, belt sanders and hand drills which may be noisy. Re-keys locks.
- Performs duties in installation, maintenance, troubleshooting and repair of heating and air conditioning systems, refrigeration systems, compressors, electrical circuits and controls, changing filters, checking Freon levels, cleaning and replacing motors and changing thermostats. Repairs ice machines and water coolers. Operates power tools, silver solder and acetylene welders.
- Performs duties in painting and cleaning the interior and exterior of all County buildings, including windows, walls, doors and eaves, pressure washes outside walls, spray paints, metal cabinets and stains furniture.
- Operates pressure washing and spray-painting machine. Uses paints, solvents and chemicals related to the painting trade which may contact skin.
- Performs duties in installation, maintenance, troubleshooting, and repair of electrical systems, including hydraulic and electric door closers, circuits, controls, motors, wiring, machinery,

- pumps, compressors, and small appliances. Operates small power tools, including silver solder and acetylene welders and changes light bulbs and ballasts.
- Performs duties in the installation of new construction and remodeling, maintenance, trouble shooting and repair of plumbing fixtures, water lines, and sewer lines. Makes minor repairs such as replacing faucets, unplugging toilets and drain lines.
  - Obtains oral and written quotes in the procurement process of parts, materials, and equipment according to County policies.
  - Manages information through mobile and desktop interfaces including email, spreadsheet use, task tracking programs, and timekeeping software.
  - Pours concrete slabs, walls, steps, lays carpet and vinyl.
  - Moves office equipment and furniture.
  - Procures materials and supplies for building maintenance.
  - May work in buildings that provide healthcare.
  - May work in secure areas of Jail within the Jail population.
  - May supervise Jail inmates and trustees per Sheriff's Department guidelines.
  - Implements the organization's guiding principles and core values.
  - Performs other related job duties as assigned.

### **SUPERVISION**

This position may be responsible for directly and regularly supervising work of a relatively small number of employees (two or more), with no indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training.

**QUALIFICATIONS**

Requirements	Trainee	Technician I	Technician II	Technician III	Technician IV
<b>Education</b>	HS Diploma preferred	HS Diploma preferred	HS Diploma preferred	HS Diploma preferred	HS Diploma preferred
<b>Experience</b>	None	1 Year	4 Years or 3 Years as Tech I	7 Years or 2 years as Tech II	2 years as Tech III
<b>Training Required for Position**</b>	None Required	Basic Core Curriculum	F201 Courses (All FTT II) E201 Courses (Electricians) P201 Courses (Plumbers) H201 Courses (HVAC)	F301 Courses (All FTT III) E301 Courses (Electricians) P301 Courses (Plumbers) H301 Courses (HVAC)	F401 Courses (All FTT IV) E401 Courses (Electricians) P401 Courses (Plumbers) H401 Courses (HVAC)
<b>Supervisory Experience</b>	None	None	None	40+ hrs. Mentoring Program	80+ hrs. County Project Supervision and 80+ hrs. Mentoring Program
<b>Test Required</b>	None Required	Pass Tech I Competency Test	Pass Tech II Competency Test	Pass Tech III Competency Test	Pass Tech IV Competency Test
<b>Specialty Trade Add-On Pay (Electrician, Plumber, HVAC)</b>				\$2.00 per hour	\$2.00 per hour
<b>Specialty Trade Requirements</b>			HVAC - EPA certification	<b>Electrical</b> - Cert NFPA or recognized Electrical Journeyman's Card <b>Plumbing</b> - BAT and NITC certification or recognized Journeyman's Card <b>HVAC</b> - EPA certification and NATE Service certification	<b>Electrical</b> - Cert NFPA or recognized Electrical Journeyman's Card <b>Plumbing</b> - BAT and NITC or recognized Journeyman's Card <b>HVAC</b> - EPA certification and NATE Senior certification
<b>Contractor's License Add-On Pay</b>				\$1.00 per hour	\$1.00 per hour
<b>Licenses Eligible for Add-on Pay</b>				Electrical - Building Plumbing - HVAC	Electrical - Building Plumbing - HVAC
<b>Pay Grade</b>	202	208	210	212	214

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively one-on-one with customers and employees of the organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to explain records and procedures to others as lead worker.
- Ability to exercise judgment regarding use of equipment, tools, or materials.
- Knowledge in employee's field of expertise and general knowledge of other areas of building repair, remodeling, and construction.
- Knowledge of new tools, materials, and systems dealt with on the job.
- Ability to read and interpret plans and blueprints, draw plans, and estimate materials required on the job.
- Ability to maintain, repair, and use power tools and machines safely.
- Ability to cross-train into other manual and technical fields.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

**PHYSICAL DEMANDS**

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to sit; will regularly be required to walk, climb, or balance; stoop, kneel, crouch or crawl, and taste or smell; will frequently be required to stand, use hands to finger, handle, feel, reach with hands and arms; talk and hear. Will be required to work in tight spaces in attics, under buildings, and on roofs over two stories high.

**WORK ENVIRONMENT**

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts, risk of electrical shock, and human and animal waste while performing sewer line repairs and cleaning; and will regularly be exposed to high precarious places. This employee will frequently be exposed to wet or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, sewer systems at Jail and Health department that may harbor contagious and communicable disease, outdoor weather conditions, and extreme cold and heat. Work in secure areas of the Jail within the inmate population.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

**E.O.E.** *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*