



## Employment Opportunity

Kittitas County, Washington

**POSTED: 1/15/2020**

**CLOSES: 1/29/2020**

### MAINTENANCE TECHNICIAN II

The current vacancy in the Kittitas County Maintenance Department is a full-time, benefited, union (Local 792 CH), non-exempt position expected to begin as soon as possible. The Maintenance Technician II is responsible for general maintenance, improvements, and scheduled preventative maintenance of County owned facilities and grounds. Anyone who meets the qualifications stated below may apply. This position will close on 1/29/2020.

**SALARY RANGE:** \$3,804- \$4,344 per month.

#### ESSENTIAL FUNCTIONS

##### **Perform Repairs and Upgrades to County Owned Facilities**

- Doors, windows, office equipment and furniture.
- Basic electrical components including; switches, lighting fixtures, breakers.
- Service and repair of plumbing components including fixtures, valves, piping and drains.
- Install new equipment or repair existing equipment.
- Repair walls, ceilings, ceiling tiles, floor and roof systems.
- Paint or touch-up building features and maintain a current paint and décor list.
- Patch or repair carpeting or hard floor surfaces.

##### **Perform Minor Construction or Remodeling of Facilities**

- Construction or demolition of walls, floors and ceilings.
- Sheetrock installation, taping, texturing, repair and painting.
- Installation of windows, siding and doors.
- Constructs or assembles components such as counters, shelves and cabinets.
- Construct or repair walkways and sidewalks.

##### **Perform Preventive Maintenance**

- Routine inspections and preventive maintenance of facilities, interior and exterior.
- Inspect and make minor structural repairs as needed; consult with Director if needed repairs may require a contractor.
- Perform simple maintenance on mechanical systems such as HVAC filter replacement, and upgrades to minor plumbing and electrical, such as snaking drains, changing light fixtures, etc. Make daily adjustments on systems as needed.
- Make recommendations to increase efficiency and energy savings.

##### **Performs Grounds Maintenance**

- Mowing, edging, aeration, irrigating, trimming, seeding and chemical application.
- Ensure proper irrigation practices are in place, including repair or installation of irrigation equipment.
- Trim and cultivate trees and shrubs.

Kittitas County is an Equal Opportunity Employer

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- Ensure grounds are clean, including trash removal.
- Provides snow removal; ensure timely removal of snow and application of deicer.
- Maintain parking lots and common areas.

### **Perform Custodial Duties**

- Ensure offices, and meeting spaces are clean.
- Mop, sweep, vacuum, shampoo, strip/waxes floors.
- Wash windows, countertops, walls and hard surfaces.
- Control dust and cobwebs.
- Lock doors, turn off lights and promote a safe and secure environment.

*This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.*

### **MINIMUM QUALIFICATIONS**

- High School diploma or GED.
- Five (5) or more years of general building/grounds maintenance experience including basic plumbing and electrical.
- Two (2) or more years of carpentry experience.
- Valid WA State Driver's License.
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. There can be no conflicts of interest with the hiring agency.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Safely utilize all of the tools and equipment required to perform the essential functions of the position.
- Operate a computer including use of email and other programs, and possess the ability to learn new technology quickly.
- Perform work independently, and possess the desire to do a good job.
- Interact with County personnel and customers in a professional manner without excessive disruption to their work environment.
- Communicate in a clear, concise manner (verbal and written).
- Follow verbal and/or written directions and comply with policies and regulations.
- Prioritize work and respond to emergency and/or competing requests in a calm, professional manner.
- Utilize creative problem-solving skills, good judgment, and know when to ask for assistance and/or report concerns to your supervisor.

### **SPECIAL REQUIREMENTS**

- Must complete the mandatory Inmate Use training provided by the Kittitas County Corrections Center prior to supervising inmate workers.
- Must complete all certifications and/or training required prior to use of equipment and tools.
- Must complete Bloodborne Pathogens training prior to performing custodial duties.
- First Aid Certification within one (1) year of hire.
- *Maintenance employees who do not already have the Hepatitis B Vaccination will have the option to undergo the series through the Public Health Department at no cost to the employee. Employees who*

*do not wish to be vaccinated against Hepatitis B must complete and sign a waiver stating they received the County's offer of vaccination against Hepatitis B and they declined the offer.*

## **PREFERRED QUALIFICATIONS**

- Trade school certifications in any building/grounds maintenance related subject (carpentry, plumbing, electrical, etc.).

## **WORKING CONDITIONS**

Work is performed in a variety of indoor facilities and outdoor environments. Exposure to inclement weather, including temperature extremes and windy/dusty conditions, will occur. There is regular exposure to the following hazardous or corrosive chemicals: fertilizers, soil additives, automotive chemicals, fuels and lubricating oils, paints, primers and solvents, cleaning and sanitation chemicals, airborne environmental dust and wood dust. Employee will also need to assist a diverse array of customers in a courteous, professional, and efficient manner.

This position is very active and requires frequent to constant standing, walking, bending, kneeling, stooping, twisting, crouching, crawling, climbing, sitting, reaching, grasping, and use of foot controls. The employee must be able to lift, push, pull, and/or carry up to 60 pounds and occasionally more with assistance. Employee must have the ability to communicate clearly in person, by radio, and over the phone, and must have adequate vision, including color, peripheral, and depth perception to perform duties in a safe manner. This employee may be assigned to supervise and work alongside inmate workers. All safety rules, policies, and procedures must be adhered to, including PPE, use of inmate workers, proper lifting/carrying techniques, etc.

Regular use of motor vehicles is required; must be able to safely operate a motor vehicle in variable weather conditions and during all levels of daylight. Periodic travel may be necessary to attend training or meetings.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **APPLICATION PROCESS**

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Two (2) professional references and two (2) personal references
5. Supplemental Exam Answers

## **SUPPLEMENTAL EXAM QUESTIONS**

1. Please describe your experience responding to maintenance requests.
2. Describe what preventative maintenance is and how you manage preventative maintenance.