



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Maintenance Technician

LOCATION: Facilities Department

SALARY: \$24.75 - \$27.49/Hr.

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: 6:30 am – 3:00 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *September 2017*

POSITION TITLE: Maintenance Technician

DEPARTMENT: Facilities

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Performs maintenance and repairs to Winnebago County buildings, grounds, and equipment to ensure safe operation and conditions. Performs preventative maintenance on building structures, equipment, and systems.

ESSENTIAL FUNCTIONS:

1. Installs, repairs and maintains equipment, systems and building components in accordance with applicable codes.
2. Maintains complete and accurate records of work performed and completes work orders in detail.

3. Inspects facilities, equipment, and their components to ensure safety and identify needed repairs and provides information for the department's preventative maintenance program.

ADDITIONAL ESSENTIAL DUTIES:

1. Performs semi-skilled electrical, plumbing, roofing, masonry, carpentry, hardware, and mechanical equipment repairs.
2. Performs preventative maintenance and repair on heating, ventilating, air conditioning, boilers, air handling systems and control systems, fire systems, and building structures.
3. Performs general preventative maintenance and repairs on various types of small equipment including floor machines, lawn mowers, snow blowers, office equipment, generators, and departmental vehicles.
4. Performs general grounds maintenance. Operates tractors, snow blowers, lawn mowers, and other grounds equipment.
5. Keeps accurate records of maintenance performed, and completes work orders in detail.
6. Participates in on-call rotation for weekend, holiday, and after hours repairs, emergencies, and snow removal.
7. Sanitizes biohazard-contaminated surfaces or furniture using universal precautions.
8. Maintains confidentiality of resident, employee, and facility information gained through performance of duties.
9. Performs related duties as assigned.

WORK RELATIONSHIPS:

1. Reports to Maintenance Supervisor.
2. Works independently and with other Facilities employees, other County employees, vendors, service providers, and the public.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. High school diploma or equivalent.
2. A minimum of two years' work experience performing building maintenance, including experience in preventative maintenance.
3. Certification in building maintenance from Building Owners and Managers Institute or International Facility Management Association desired.
4. Valid Wisconsin Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. General knowledge of the maintenance and repair of various mechanical devices, carpentry, painting, basic electrical work, and basic plumbing work.
2. General knowledge of HVAC systems, boilers, generators, controls, and small equipment. Ability to understand and repair this equipment with supervision.
3. Ability to perform preventative maintenance and repair on motor vehicles including cars, pick-up trucks, grounds equipment, and other types of vehicles and equipment.
4. Ability to establish and maintain effective working relationships with coworkers, other County employees, vendors, service providers, and the public.
5. Ability to work under limited supervision.
6. Ability to operate various types of grounds-maintenance equipment.
7. Problem-solving and troubleshooting skills.
8. Good organizational skills.
9. Schedule flexibility and availability for callback to accommodate departmental service needs.

PHYSICAL REQUIREMENTS:

1. Ability to lift items of 50 lbs. or more several times per shift.
2. Ability to perform work from a standing or walking position throughout the bulk of the shift.
3. Ability to perform heavy manual labor for short periods of time under adverse temperature and/or humidity extremes.
4. Ability to perform heavy manual labor involving frequent bending, stooping, climbing, and crawling.
5. Ability to get into position and work safely while on ladders, scaffolding, high platforms and power lifts, or other areas high above floors or ground.