



## Job Description

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| <b>TITLE:</b> Maintenance Technician II | <b>JOB CODE:</b> 5426                |
| <b>DEPARTMENT:</b> Parks and Facilities | <b>FLSA:</b> Non-Exempt              |
| <b>PREPARED:</b> September 2009         | <b>FLSA CLASS:</b> Labor/Trade       |
| <b>UPDATED:</b> March 29, 2022          | <b>WORK LOCATION:</b> Farmington, NM |
| <b>REMOTE WORK ELIGIBLE:</b> NO         |                                      |

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**Summary:** Under general supervision, Able to work independently with minimal supervision in the performance of day to day inspection and maintenance of a specific building or group of buildings to ensure the proper function of heating and cooling systems, plumbing and other building equipment. Performs preventative maintenance functions, major and minor repairs as necessary and some construction and fabricating. Works collectively with others in support of the overall maintenance function throughout the county.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Repairs and maintains structures and equipment at County facilities; performs a variety of repair and maintenance tasks, including the repair/replacement of plumbing, fixtures, painting, repairs woodwork and/or flooring, construction, welding and fabricating and concrete work.
- Inspects mechanical equipment for defects and make necessary repairs.
- Repairs and maintains the heating and air conditioning systems; performs routine maintenance to ensure proper operations; tests systems to prepare for seasonal changes; replaces belts, fittings and other components to maintain proper operations.
- Installs new heating and air conditioning as necessary; installs and programs electronic controls to monitor and regulate systems; makes programming changes to maintain proper temperatures.
- Inspects mechanical equipment for defects and make necessary repairs.
- Responds to emergency calls for service.
- Assists grounds crew in keeping the building and grounds clean and in repair; keeps grounds clean; repairs and adjusts grounds maintenance equipment, including weed whackers, lawn mowers and other motorized tools.
- Performs some custodial duties as assigned.
- Performs routine maintenance on motors, electrical problems, carpentry, plumbing, heating, air conditioning, boilers and other related mechanical equipment.
- Performs maintenance using hand and power tools.
- Operates a wide range of vehicles and motorized equipment, including backhoe, water truck, bobcat and forklift.
- Works in support of McGee Park functions, which includes setting up, tearing down and cleaning up for and after events, working arenas and some custodial functions.
- Works independently in the performance of the day to day inspection and maintenance of a specific building or group of buildings.
- May supervise community service workers and inmate laborers.
- Performs other related duties as assigned.

## Job Description

### Maintenance Technician II

#### Required Knowledge and Skills:

- Knowledge of all phases of building maintenance including motors, basic electrical repair, carpentry, plumbing, heating, air conditioning, boilers and all other related mechanical equipment.
- Knowledge of the operation and maintenance of various medium and heavy motorized equipment and vehicles.
- Knowledge of occupational hazards and safety rules and regulations.
- Knowledge of County policies and procedures.
- Skill in inspecting and repairing mechanical and electrical equipment.
- Skill in reading and interpreting documents such as blueprints and schematics.
- Skill in following written and oral instructions.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in the safe operation of medium and heavy motorized equipment and vehicles.
- Skill in establishing and maintaining effective working relationships with co-workers and the public.
- Skill in working independently and as a team member.

#### Education and Experience

- High School Diploma or G.E.D. equivalent and three (3) years of experience in building maintenance.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

#### Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and an outdoor environment; frequently exposed to wet and humid conditions; moving mechanical parts; high, precarious places; outside weather conditions; extreme cold; and extreme heat. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is sometimes very loud.
- Full-time work hours for this position consist of nights, weekends, holidays, and overtime. Rotating weekend and overtime scheduling is a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

#### Equipment and Tools Utilized:

- Equipment utilized includes various medium and heavy motorized vehicles and equipment, hand and power tools.

#### Approvals:

|                         |       |              |       |
|-------------------------|-------|--------------|-------|
| <b>Employee:</b>        | _____ | <b>Date:</b> | _____ |
| <b>Supervisor</b>       | _____ | <b>Date:</b> | _____ |
| <b>Department Head:</b> | _____ | <b>Date:</b> | _____ |