



Job Description

TITLE:	Maintenance Technician	JOB CODE:	5427
DEPARTMENT:	Parks and Maintenance	FLSA:	Non-Exempt
PREPARED:	November 2005		
UPDATED:	August 31, 2020	LOCATION:	Farmington, NM

Summary: Under general supervision, repairs and maintains all San Juan County buildings; replaces defective electrical switches and other fixtures; repairs plumbing fixtures; paints; makes repairs of woodwork and/or flooring; does landscaping, construction, welding and fabricating and concrete work; inspects mechanical equipment for defects and makes necessary repairs; performs routine building inspections for preventative maintenance.

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; makes minor repairs independently and works as a crew member on larger projects; identifies building problems and appropriate method of repair.
- Performs a variety of repair and maintenance tasks, including the repair and replacement of plumbing, fixtures, painting, repairs woodwork and flooring, construction, welding and fabricating and concrete work.
- Participate in remodeling and small construction projects; works from plans and blueprints and from verbal instructions; utilizes a variety of hand and power tools.
- Inspects mechanical equipment for defects and make necessary repairs.
- 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 building and grounds inspections for preventative maintenance.
- Performs routine maintenance on motors, electrical problems, carpentry, plumbing, heating, air conditioning, boilers and other related mechanical equipment.
- Operates a wide range of vehicles and motorized equipment, including but not limited to: 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 janitorial functions.
- May be required to supervise community service and inmate labor.
- Performs other related duties as assigned.

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 in the operation of motorized equipment.

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Maintenance Technician

- Knowledge of the safety rules and guidelines.
- Knowledge of County policies and procedures.
- Skill in inspecting and repairing mechanical and electrical equipment.
- Skill in reading and interpreting documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Skill in the use of basic mathematics.
- Skill in the safe operation of medium and heavy motorized equipment and vehicles.
- Skill in following written and oral instructions.
- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Skill in working independently and as a team member.

Education and Experience

- High School Diploma or G.E.D. equivalent and two (2) 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 usually very loud.
- Full-time work hours for this position consist of nights, weekends, holidays, and overtime. Rotating weekend and overtime scheduling are 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:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____