



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: Senior Facilities Maint Tech	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/>
	(Please check one)	
REPORTS TO: Facilities Maintenance Supervisor	FLSA: Non-Exempt	DATE: 12/2024
DEPARTMENT: Facilities Management	JOB CODE: 801	

SUMMARY:

The Senior Maintenance Technician performs routine to complex repairs, installation, and preventive maintenance on equipment and buildings throughout County facilities, including within correctional and juvenile detention facilities. Performs semi-skilled and skilled work in the following areas: electrical, mechanical, plumbing, heating, ventilation, and air conditioning (HVAC) carpentry and minor construction.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Conducts preventive maintenance of MEP systems, minor masonry repairs, carpentry, and reviews gauges and meter readings relating to pneumatic air, water pressure, water chemical and solids content, refrigerant pressures, oil pressure, and contaminant content.

Performs preventive maintenance of equipment and building checks according to set schedules. Monitors building temperatures and adjusts as required. Checks equipment for proper operation fluid levels, changes filters, replaces worn belts, changes oil, and lubricates bearings. Corrects problems using necessary tools and parts. Informs supervisors of deficiencies and contacts outside contractors when appropriate. Documents all work and purchases on a daily basis via a work order software system.

Repairs and maintains plumbing and HVAC systems, pipes, valves, toilets, sinks, water heaters, and water softeners; visually inspects and tests machinery and equipment; listens for unusual sounds from machines or equipment to detect malfunction; repairs and maintains physical structure of establishment.

Performs installation, preventive maintenance, and repairs on refrigeration, heating, and ventilating equipment, and control systems.

Discusses machine operation variations with supervisors or other maintenance workers to diagnose problems or repair machines; dismantles defective machines and equipment; and installs new or repaired parts.

Lays out, assembles, installs, and maintains pipe systems and related hydraulic and pneumatic equipment; operates cutting torch or welding equipment; sets up and operates machine tools. Orders parts, equipment, and supplies; maintains various records and files, including inventory and equipment manuals documents.

Assists Facilities Maintenance Supervisor with project coordination and scheduling. Directs work assignments and follows up on employee work orders in the absence of the supervisor.

Assists with preparing the division budget and submitting budget recommendations for equipment and supplies. Participates in Facilities Maintenance bids and pre-bid reviews.

Assists with snow removal operations and other emergency activities, which require occasional extended shifts after regular working hours, including weekends and holidays.

Participates in a weekly on-call rotation.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Strong knowledge of applicable Boone County policies and procedures.
2. Extensive knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities.
3. Comprehensive knowledge of all building systems with certificates and licenses in either plumbing, electrical, or HVAC.
4. Advanced knowledge in resolving various emergencies about maintenance (electrical, mechanical, plumbing, etc.).
5. Ability to understand OSHA regulations and safety procedures for maintenance activities and tools.
6. Aptitude to inspect buildings, equipment, and systems to identify any issues.
7. Advanced skills in reading and interpreting plans and documents such as operating and maintenance instructions and procedure manuals.
8. Skill in applying basic mathematical concepts to compute rate, ratio, and percent and to draw and interpret graphs.
9. Skill in reading and interpreting sketches, diagrams, and blueprints.
10. Advanced knowledge in operating standard hand and power tools, gauges, and meters.
11. Ability to manage heating and plumbing systems to guarantee functionality.
12. Excellent time management, organizational skills, and attention to detail.
13. Ability to maintain professional composure in stressful and complex situations.
14. Ability to establish and maintain cooperative working relationships with co-workers, other County employees, and the public.

PHYSICAL DEMANDS:

Position requires side-to-side turning of the neck, walking, standing, bending and stooping, pushing/pulling, twisting at the waist, and moderate wrist torque. Operate mechanical equipment and perform work in unusual and sometimes difficult positions. Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors. Requires the ability to squat, kneel, reach above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50 lbs. from below waist to above shoulders and transporting distances up to 50 feet; sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils, electronic components, and repair tools. Ability to operate a motor vehicle.

WORK ENVIRONMENT:

May be exposed to wet/humid conditions, inclement outdoor weather, vibration, extreme temperatures, and mechanical oils. This position is occasionally exposed to airborne particles/fumes, moving mechanical parts, risk of electrical shock, potentially hazardous or cancer-causing agents/chemicals, or loud noise levels. May be required to work in confined spaces, hazardous traffic conditions, or high/dangerous places. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

MINIMUM QUALIFICATIONS:

High school diploma or GED and four years' maintenance and repair experience; experience with fans, pumps, and equipment and controls associated with HVAC systems, fire sprinklers, refrigeration systems, and plumbing. A valid driver's license is required. Must pass a law enforcement and FBI fingerprint background check.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.