

Job Title: Technician

Department: Building and Grounds
Immediate Supervisor: Assistant Director Building and Grounds

BRIEF DESCRIPTION OF THE JOB: Performs electrical, plumbing, remodeling and other maintenance functions for County facilities. Also performs preventive maintenance duties and diagnostic functions.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time Physical Strength Code

1) Performs electrical repairs by designing, troubleshooting and documenting of various electrical systems, installing electrical systems in new construction and remodeled facilities, and performing repairs of all existing systems.	20%	M
2) Performs repairs on structural systems by designing, troubleshooting and documenting of repairs, installing systems in new construction and remodeled facilities and ordering materials.	20%	M
3) Performs repairs on plumbing systems by designing, troubleshooting and documenting of repairs, installing systems in new construction and remodeled facilities and ordering materials.	20%	M
4) Provides support to other departments by delivering, storing and destroying County documents, delivering and pickup election documents and voting machines, assisting with furniture auctions, repairing kitchen and laundry equipment and assisting with vehicle registration.	20%	M
5) Performs repairs on elevators by troubleshooting and repairing systems, completing documentation and ordering materials.	10%	M
6) Performs repairs on HVAC systems by designing, troubleshooting and documenting of repairs, installing systems in new construction and remodeled facilities and ordering materials.	10%	M
<i>Physical Strength Column:</i> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary _____ Light X Medium _____ Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	F	Making repairs
Sitting	O	Desk work, meetings
Walking	F	To and from facilities
Lifting	F	Tools, equipment, parts
Carrying	F	Tools, equipment, parts
Pulling	F	Wires
Pushing	F	Wires, tool cart, welder, dolly
Using Fine Dexterity	F	Repairing small electrical items
Reaching	F	Making repairs
Kneeling	F	In crawl spaces
Crawling	F	In crawl spaces
Twisting	F	Working around equipment
Climbing	F	Ladders, roofs, elevator cars
Balancing	F	On ladders and roofs
Seeing	C	Observing repairs, reading
Hearing	C	Communicating with co-workers, listening to equipment
Talking	F	Communicating with co-workers
Using Foot Controls	F	Operating vehicle and sewer machine

Machines, Tools, Equipment and Work Aids:

Hand tools, meters, computer and related software, power tools, welding machines, plasma cutter, drill press, table saw, radial arm saw, miter saw, band saw, chop saw, press, sheet metal brake, wire puller, freon recovery machine, skid runner, tractor, vehicle, office equipment, blue prints, maintenance manuals

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	W	Extreme Temperatures	M	Noise and Vibration	D
Fumes and Odors	W	Wetness/Humidity	W	Darkness or Poor Lighting	W

HEALTH AND SAFETY					
Mechanical Hazards	W	Chemical Hazards	M	Electrical Hazards	D
Fire Hazards	W	Explosives	Y	Communicable Diseases	D
Physical Danger or Abuse	D	Other (specify)			

PRIMARY WORK LOCATION					
Office Environment	X	Warehouse	X	Shop	X
Vehicle	X	Outdoors	X	Other:	

Protective Equipment Required:

Safety glasses, gloves, safety shoes, hard hat, rubber boots, rain coat, respirator mask

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	C	Emergency Situations	F
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	C	Noisy/Distracting Environment	C

JOB REQUIREMENTS

Formal Education:

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

Experience:

Over three years up to and including four years experience is required.

Certifications and Other Requirements:

Journeyman Electrician License

Welder Certifications

EPA Certified Universal Technician

Automatic Voting Machine Certification

Valid Texas Class C Driver's License

Supervisory:

Work requires functioning as a lead worker performing essentially the same work as supervised employees, and includes training, instructing, and scheduling work.

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.