

VACANCY ANNOUNCEMENT

BUILDING MAINTENANCE TECHNICIAN
BUILDINGS & GROUNDS DEPARTMENT
PARK COUNTY, WYOMING

Applications are being accepted for a full-time Building Maintenance Technician for Park County, Wyoming. Benefits include health insurance, retirement, vacation and sick leave. Applicants **must** be able to pass a background check, drug/alcohol test and possess a valid driver's license. Please submit an employment application to Park County Commissioners' Office, 1002 Sheridan Avenue, Cody, Wyoming, 82414 or email to trever.kattenhorn@parkcounty-wy.gov The employment application and job description are available under Current Job Openings viewed on the Park County website at www.parkcounty.us. Position will remain open until filled.

Park County is an equal opportunity employer.

Park County

Job Description



Title:	Building Maintenance Technician II	Code:
Division:	Building	Effective Date: 3/18/2019
Department:	Building & Grounds	Last Revised: 12/2021

GENERAL PURPOSE

Performs a variety of **general level** duties as needed to complete various maintenance projects including maintenance and repair of county facilities and environment. Performs **general maintenance** on complex heating, ventilation, plumbing, electrical and climate control systems and voice and data lines.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Department Superintendent/supervisor.

SUPERVISION EXERCISED

Provides general training to Maintenance Technicians(s) I on a project-by-project basis.

ESSENTIAL FUNCTIONS

Performs electrical and preventive maintenance on facility systems and equipment; performs duties repairing, troubleshooting, circuits, systems, fixtures, controls and equipment; maintains air conditioning system; domestic hot water systems, boiler, refrigeration units, compressors, lighting systems, electrical systems, pneumatic controls, electrical and electronic controls, etc.

Performs visual examinations and operational tests of equipment in various buildings including air handlers, air conditioners, boilers, elevator and central fire alarm systems; maintains and makes repairs to such equipment or assists Maintenance Manager in assessing repair work.

Performs basic plumbing work including removing, cleaning, replacing, packing and sealing defective parts of utility, supply and disposal systems such as dirty traps, sections of broken tile pipe and leaky drains; works with sewer drain cleaning equipment to maintain jail and county building sewer lines.

Performs on-call duties; and minimal office duties; including input to work order records.

Responds to emergency situations in all county facilities when notified by supervisor or by the security paging system.

Performs general maintenance in repair and maintenance of windows, grills, gates, plumbing, fixtures, and electrical connections.

Performs basic maintenance on all snow removal and lawn equipment as well as assigned vehicle.

Participates in the maintenance in facility environment; mows lawns, trims bushes and shrubs, grooms flower beds and related garden areas; operates hand and power tools; operates heavy equipment, i.e., bucket truck, plow, tractor, etc. to perform grounds maintenance; applies controlling chemicals as a certified applicator; may be required to paint interior and exterior surfaces of county buildings; performs basic repair to office equipment.

Performs snow removal from walks, steps and parking lots using various snow removal equipment. Required to lift heavy objects such as file cabinets, furniture and various pieces of equipment.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; or equivalent.
- AND
- B. Three (3) years of experience performing above or related duties;
- OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

Working knowledge of construction codes and standards; market conditions and materials; estimate procedures; building phases related to carpentry, plumbing, masonry, electrical wiring, etc.; effective practices in floor, carpet, wood work; tools, materials, and equipment essential to building maintenance, construction, repair. **Some knowledge** of personal computer and various software applications or specialized facilities management software; interpersonal communication skills.

Ability to work under varying weather conditions; communicate effectively, verbally and in writing; develop effective working relationships with elected officials; subordinates, and the public.

3. Special Qualifications:

Must possess a valid Wyoming Driver's License.
Must be willing to acquire a state certification for herbicide and/or pesticide application.

4. Work Environment:

Incumbent of the position performs both indoor and outdoor physically demanding duties. Tasks require variety of physical activities, generally involving muscular strain, such as lifting, walking, standing, stooping, reaching, hearing and seeing. Common eye, hand, finger, leg and foot dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking, guided problem solving. May be required to lift in excess of 75 pounds in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)