



## Delaware County

This document is used to provide a basic description of essential duties and other work elements

<b>Job Title:</b> County Building Maintenance Technician	
<b>Department:</b> County Commissioners	<b>Position Fund Account No.:</b>
<b>Division:</b>	<b>Job Category:</b> LTC
<b>Work Schedule:</b> 7:30 a.m. – 3:00 p.m. M-F	<b>Job Grade:</b>
<b>Reports to:</b> Building Supervisor	<b>Status:</b> Full-time
<b>FLSA Status:</b> Non-exempt (OT eligible)	<b>Effective Date:</b> May 2003 <b>Re-evaluation Date:</b> December 2023

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as County Building Maintenance Technician for Delaware County Commissioners, responsible for maintaining County Buildings grounds and buildings.

### **DUTIES:**

Performs basic plumbing, carpentry, electrical, painting, and maintenance duties, including, but not limited to, changing light bulbs, maintaining HVAC systems, changing filters, repairing equipment, and light masonry/construction work.

Maintains outdoor area, including, but not limited to, sweeping sidewalks, picking up trash, mowing, trimming hedges, shrubs, and weeds, raking and removing leaves, applying pesticides and herbicides, and clearing snow and ice.

Maintain mechanical and automated door locks.

Checks and maintains alarm system and automated controls for temperature devices.

Provides pick-up and delivery of copy paper to all Departments. Assists with moving furniture and stacking file boxes.

Performs related duties as assigned.

## **I. SKILLS AND KNOWLEDGE:**

High school diploma or HSE required.

Must be at least 21 years of age.

Ability to meet all department hiring requirements, including passage a of drug test.

Working knowledge of department policies and procedures, and ability to perform various carpentry, electrical, and plumbing tasks.

Working knowledge of and ability to make practical application of Department safety policies and procedures, including OSHA guidelines and safety precautions practices applicable to working with a variety of pesticides, herbicides, cleaning chemicals, cleaners, solvents, etc., with ability to read and understand label directions for correct mixing and use of cleaning supplies and chemicals.

Working knowledge of Department policies and procedures with computer skills, including accessing emails and controlling heat and air settings with software system.

Ability to properly operate a variety of hand and/or power tools in performance of duties, including, but not limited to, hammer, screw drivers, wrenches, drills, power saws, air nozzle and compressor, driver, ratchet, files, mop, broom, and gauges.

Ability to properly operate a variety of machinery/equipment in the performance of duties, including, but not limited to, pallet jack, man lift, belt sander, pressure washer, grinder, drill press, drain plungers, and delivery truck.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Shall comply with all employer and Department policies and work rules, procedures, and job tasks, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to apply knowledge of people and/or locations, plan and layout assigned work projects, and perform arithmetic calculations.

Ability to occasionally work extended, weekend, and/or evening hours and respond to emergencies on 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs duties according to supervisor and/or seasonal deadlines. Assignments and objectives are set jointly by supervisor and incumbent by following standard operating procedures or policy and procedural manuals. Incumbent's work is reviewed in process and upon completion to ensure proper work sequences and adherence to instructions. Care and skill are required to prevent damage to tools, equipment, and property, and prevent injury to self and others.

Incumbent reports to Building Supervisor.

## **III. PHYSICAL EFFORT:**

Incumbent's duties may involve continuous physical exertion, hearing sounds/communication, handling/grasping/fingering objects, sitting/walking at will, standing/walking for long periods, pushing/pulling objects, lifting/carrying objects weighing up to 50 pounds, reaching, bending, close/far vision, color/depth perception, driving, keyboarding, and crouching/kneeling.

## **IV. WORKING CONDITIONS:**

Incumbent performs a majority of duties in a office building, storeroom, garage/shop, and/or outdoors involving frequent exposure to normal hazards associated with maintaining ground and buildings, such as machinery/tools, working near chemicals, grease, dirt, dust, fumes, walking on uneven terrain, working in extreme temperatures, inclement weather, and noisy environment. Safety precautions must be followed at all times to avoid injury to self and may respond to situations involving potential physical harm to self and others.

Incumbent occasionally works extended, weekend and/or evening hours and respond to emergencies on 24-hour basis.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of County Building Maintenance Technician for the Delaware County Commissioners describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

Approved by Human Resources Director: \_\_\_\_\_Date\_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
Reviewed with Employee Date

\_\_\_\_\_  
Employee's Signature (Printed Name) Date

Signed copy to : Human Resources(Original)  
Supervisor