

**JOB TITLE:** Maintenance Technician / Groundskeeper

**REPORTS TO:** Carbon County Buildings and Grounds Manager

**TERMS OF EMPLOYMENT:** Non-exempt, at will, salaried professional, full-time (40 hours) with benefits. Will be required to work weekends. Working hours and days can vary but will typically be 7:00 a.m. to 4:00 p.m. Monday through Friday. For some it will be a typical 5-day schedule that will include weekends. May be called outside the position's normal working hours for job requirements including but not limited to arriving early for snow removal or staying late during the Carbon County Fair.

**ESSENTIAL DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

- Performs highly diversified maintenance, repair and troubleshooting to County buildings and grounds systems to include electrical, plumbing, carpentry, lawn care, irrigation systems, and HVAC systems.
- Provide emergency and unscheduled repairs to systems.
- Read and interpret equipment and systems manuals and work orders to perform required maintenance, repairs, and service.
- Diagnose problems, replace, or repair parts, test and adjust systems.
- Perform regular preventative maintenance to machines, equipment, systems, and facilities.
- Learn and use security and related systems in all county facilities.
- Use of a variety of hand and power tools, electric meters, and equipment while performing duties.
- Use of motorized equipment such as lawn tractors, snowplows, tractors, and other equipment to perform duties.
- Travel within Carbon County is required.
- Properly care for and maintain all issued equipment to include but not limited to tools, vehicle, and cell phone.
- Performs snow removal as needed both with shovel and equipment.
- Assist custodial staff with cleaning of various facilities and help cover custodial shifts during absences. Facilities will include but not be limited to Courthouse, Carbon Building, Jail, Fairgrounds and Jeffrey Center.
- Assist maintenance staff at the Carbon County Jail, if any, and all other county facilities.
- Performs preventative maintenance for buildings and equipment.
- Assist county offices with moving and setup of equipment, furniture and setting up and cleanup of meetings or other events.
- Work with inmates on selected maintenance duties.
- Comply with safety regulations and maintain clean and orderly work areas.
- Maintain a neat and clean appearance.
- Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Basic electrical, plumbing and carpentry knowledge.
- Basic knowledge of building and electrical codes as well as ADA requirements.
- Knowledge of the legal, administrative, and procedural regulations.
- Understands office practice and procedures.
- Has the ability to maintain records and to prepare and submit reports.
- Ability to read and interpret site plans and specifications.
- Ability to maintain composure under stress.

- Ability to establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and member of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to establish and maintain a positive working relationship with the public, co-workers, building occupants, elected and appointed officials, boards and others.
- Ability to maintain records and prepare reports.
- Computer knowledge and experience required.
- Knowledge of electronic lock systems, security cameras.

## **EXPERIENCE AND TRAINING**

- High school diploma or equivalent.
- Experience in building maintenance, use of equipment (ie: hand tools, power tools, ladders, and test equipment).
- Knowledge of building codes, zoning, and ADA requirements is helpful.
- Understands office practice and procedures.
- Knowledge of the geography of the county helpful.
- Electrical knowledge or license a plus.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **REQUIREMENT FOR EMPLOYMENT**

- Possess and maintain a valid Wyoming Driver's License with a suitable driver's history as determined by the county's liability insurance carrier.
- Successfully complete a background check.

*Carbon County is an equal opportunity employer. Discrimination on the basis of race, color, sex or gender, sexual orientation, gender identity/expression, national origin, religion, physical or mental disability, age, political affiliation, or genetic information with respect to the terms and conditions of employment, including but not limited to recruitment, selection, hiring, compensation and benefits, and termination, is prohibited, except where specific requirements constitute bona fide occupational qualifications necessary to proper and effective job performance.*