WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Maintenance Technician **Department:** General Services **Supervised by:** Director of General Services **Revised Date:** July 1, 2011

Title: Maintenance Technician

Department/Division: General Services/County Administration

Nature of Work:

- Provides primarily maintenance and minor custodial services for all County offices, grounds and equipment. Ensures that County property is in a good state of repair and cleanliness. Undertakes moderate to major maintenance, construction and special projects as necessary.

Essential Duties:

- Performs Repairs of Moderate to Major Complexity: Performs repairs of moderate to major complexity to structural, electrical fixtures and equipment as directed. Assists HVAC Technician with heating and air conditioning services as needed.
- Inspections of Buildings & Grounds: Makes inspections of buildings and grounds during daily work schedule to determine repairs and maintenance needed. Report need for major work to Director.
- Performs Construction, Repair & Maintenance to County Facilities: Performs construction, repair and maintenance services including renovation, refurbishment, fabrication, grounds keeping and related work. Ensures all utilities function properly.
- Minor Motor Vehicle & Motorized Equipment Repair: Perform minor motor vehicle and motorized equipment cleaning, maintenance and repair services as needed.
- Grounds, Lawn & Shrubbery Upkeep**:** Maintain grounds, lawns and shrubbery regularly in a safe and attractive fashion.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the General Services Department.
- Perform other Duties as Required.

Job Requirements Needed:

- Education or experience equivalent to the completion of high school. Graduation from high school or equivalent is preferred.
- Minimum of 3 years of training and/or experience in trades, maintenance and/or custodial services. 5 years of training or responsible experience is preferred.
- Must be capable of performing work requiring moderate physical effort.
- General knowledge of safety prevention techniques and practices.

Job Location and Conditions:

- Work is performed both in the outdoors and indoors at various locations. May be required to report to work after or before regular business hours and during emergency conditions.
- General knowledge of safety rules and regulations governing the operation of motor vehicles on public highways.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.

GENERAL APTITUDES and PHYSICAL REQUIREMENTS:

- **Mental Abilities:** Must have ability to reason and make judgments, to understand and follow oral and written instructions, to guide/give instructions and to make decisions in accordance with established procedures and policies.
- **Speaking/Talking Abilities:** Must have ability to answer the telephone, communicate with County officials; general public; vendors; supervisors and or with other employees.
- **Hearing/Listening:** Must have ability to communicate with County officials; public; vendors; supervisors and or other employees.
- **Reading/Ability to Read and Understand Text:** Must have ability to read and understand text.
- **Numerical:** Must have ability to mentally perform accurate two digit calculations, accurate calculations aided by a calculator and adding machine or measuring devices.
- **Manual Dexterity:** Must have ability to use telephone and manipulate computer keyboard and mouse.
- **Finger Dexterity:** Must have ability to use telephone and manipulate computer keyboard and mouse.

Physical Demands:

- **Strength:** Ability to lift a minimum of 50 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.

- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and operate vehicles.
- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid driver's license.
- Will have periodic driving record checks done.

Job Status: Full Time/Non-Exempt

Salary: DoQ, DoE with Benefits

Washington County is an Equal Opportunity Employer.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position. The Board of Supervisors reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, regardless of their qualifications.