



Uintah County

Job Description

Title:	Maintenance Technician II – Foreman	Code:	311.2
Division:	Uintah Conference Center	Effective Date:	5/15
Department:	Western Park	Last Revised:	5/15
FLSA Cat:	Non-Exempt	Pay Grade:	23

GENERAL PURPOSE

Performs a variety of **supervisory and journey level** duties as needed and participates in the day-to-day maintenance and operations of the Uintah Conference Center complex primarily, and, Western Park complex, and the Buckskin Hills complex as needed.

SUPERVISION RECEIVED

Works under the general supervision of the Western Park/Uintah Conference Center Assistant Manager.

SUPERVISION EXERCISED

Provides close to general supervision to lower level Western Park employees, crews, program workers, and inmates while in training or on a project-by-project basis.

ESSENTIAL FUNCTIONS

Performs ongoing maintenance and cleaning of the conference center; completes daily work projects related to custodial cleaning schedules including painting, waxing, lighting, heating, air conditioning, tile, carpet, etc.; ensures proper deodorizing and sanitizing of public areas of the buildings, etc.; ensures proper kitchen maintenance including grills, tables, chairs, fryers, etc.; performs general set up for convention events.

Monitors maintenance and custodial supplies and apprises supervisor of needed inventory materials, equipment, chemicals and related products.

Performs environ maintenance and upkeep; assists in landscaping operations related to planting and grooming of lawns, planting beds, trees, shrubbery; participates in installation and maintenance of sprinkler systems, timers, etc.; participates in the application of fertilizers and pesticides; operates ATV with mounted spraying equipment to perform weed control spraying.

Ensures timely maintenance, preparation in anticipation of various scheduled events; meets specifications for various events.

Attends to locksmithing duties; acts as controller for the management and distribution of facility keys; checks keys out and in to users and staff; changes locks and re-keys locks as needed; ensures proper operation of security alarm system; tests fire alarms and ensures proper location of extinguishers according to public facility fire codes and fire prevention standards.

Maintains facility sound systems; completed the installation and ensures proper operation of sound equipment including microphones, cords, amplifiers, wireless components and filtering equipment; ensures timely setup and operation for scheduled events.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience
 - A. Graduation from high school; plus, specialized training provide through trade or technical school related to the maintenance and construction fields, facilities management, construction management;
 - AND
 - B. Four (4) years of progressively responsible experience in building maintenance requiring skill in plumbing, electrical wiring, painting and other related fields;
 - OR
 - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of plumbing methods and practices;; legal environment associated with building operations, i.e., OSHA and ADA; facilities maintenance; HVAC, mechanical and electrical equipment; current methods, principles and practices of building construction, maintenance and repair; equipment and materials used in construction and maintenance operations; hazards and safety precautions common to municipal maintenance and repair activities; legal environment related to safety and risk management practices and principles; current building codes, standards.

Skill in the use of power and hand tools associated with diverse facilities maintenance functions.

Ability to follow verbal and written instructions, maintain safety and risk management standards; maintain effective preventive maintenance programs; keep operating records and prepare reports; read and understand blueprints; establish and maintain effective working relationships with employees, other agencies and the public; communicate effectively verbally and in writing in the English language.

3. Special Qualifications:

Must be available for 24 hour emergency call out.

4. Work Environment:

Incumbent of the position performs typically in an indoors setting or shop with appropriate climate controls. Some outdoor work is required in the completion of various projects. Tasks require variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, and reaching. Lifting requirements frequently in excess of 75 pounds. Occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. Hand-eye coordination is necessary to operate power tools and equipment. Essential functions require talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required 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)