

MAINTENANCE TECHNICIAN I (Range 110)

DEFINITION

Performs a diverse range of duties in support of the Facilities Department. Performs a variety of fundamental tasks in the building and mechanical trades in order to repair and maintain buildings, grounds, furniture, and equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and administrative direction from the Maintenance Supervisor and lead and technical supervision from Maintenance Technician II's and III's.

RESPONSIBILITIES:

Essential and marginal functions and responsibilities may include, but are not limited to the following:

1. Performs a variety of tasks related to transportation, warehousing, materials handling, janitorial services, vehicle maintenance, grounds maintenance and/or other related duties.
2. Loads, unloads and transports furniture, office and computer equipment as well as other materials between District locations throughout Clark County.
3. Assists with minor and skilled HVAC repairs and electrical repairs
4. Performs fundamental plumbing repairs, such as repairing minor water leaks, repairing and replacing faucets and flush valves, and clearing blockages. Assists with skilled plumbing repairs.
5. Assists with skilled carpentry repairs and projects.
6. Repairs various types of walls and ceilings such as drywall, stucco, block, stone, and acoustical.
7. Paints walls, ceilings, doors and doorframes, wood and metal work, furniture, and equipment.
8. Conducts moves, disassembles/assembles, and installs furniture, library shelving, modular office furniture and other equipment as directed.
9. Installs and repairs cabinets, counter tops, partitions, furniture, shelving, office accessories, signage, and small equipment.
10. Performs fundamental roof, carpet, tile, door, window, and lock repairs.
11. Refers major repairs to the Maintenance Supervisor.
12. Assists Maintenance Technicians on work orders and projects as needed.

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13. Operates a variety of vehicles including box trucks, cargo vans, pickups, trailers, etc.
14. Operates mechanical lift gates, mechanical platforms, pallet lifters, hand trucks, dollies and manlifts.
15. Performs warehousing and materials management functions.
16. Maintains and secures assigned vehicles, tools, equipment, and parts and supplies inventories.
18. Picks up parts and supplies from vendors.
19. Coordinates and oversees the on-sight work of outside vendors and contractors.
20. Completes paperwork and reports for work orders, supply requisitions, and miscellaneous logs.
21. Operates, cleans and maintains Library District vehicles.

Marginal Functions:

1. Performs ground's maintenance as required.
2. Performs janitorial duties as required.
3. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. The maintenance and operational requirements of a wide variety of commercial building systems and components.
2. Cleaning methods, supplies, and equipment.
3. Safe work practices and industry accepted maintenance and construction procedures.
4. Library District and Department policies and procedures.
5. Correct English usage, spelling, punctuation, and grammar.
6. Proper moving techniques
7. Safe driving principles and practices.
8. Warehouse management and material handling methods and procedures.

Ability to:

1. Maintain professional relationships with those contacted in the course of work.

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2. Work independently and as part of a team.
3. Operate mechanical lift gates, mechanical platforms, pallet lifters, hand trucks, dollies and manlifts.
4. Operate a variety of vehicles including box trucks, cargo vans, pickups, trailers etc.
5. Accept and manage change and maintain flexibility.
6. Work under pressure and meet deadlines.
7. Exercise good judgment.
8. Perform detailed inspections and analysis of repair needs.
9. Interpret schematics, manuals, and drawings related to building systems, structure, equipment, and furniture.
10. Climb ladders as well as climb and work from scaffolding.
11. Work in extreme heat and cold for extended periods of time.
12. Understand and follow oral and written instructions.
13. Give both oral and written instructions.
14. Communicate clearly and concisely, both orally and in writing.
15. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - lifting and carrying;
 - operating assigned equipment.
16. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

1. The safe and efficient operation of vehicles.
2. The safe use of loading and unloading equipment.

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3. The safe operation and maintenance of equipment and hand and power tools.
4. The use of personal computers and associated software.
5. The use of basic office equipment.

Training and Experience:

High school diploma or GED equivalency required.

Three (3) years general maintenance experience in a commercial building environment performing similar duties required; or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

License, Certificate, or Requirements:

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, climbing ladders, and lifting, carrying, or moving moderately heavy (20 - 50 pounds) items and occasionally very heavy (100 pounds or over) items; the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, of such devices associated with equipment used to perform tasks required of the position.

Tasks require color perception, sound perception, texture perception, visual perception, and odor perception.

Environmental Requirements:

Tasks are performed in adverse environmental conditions.

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