



JOB DESCRIPTION

Screen

Job Title: Facilities Maintenance Technician I
Department: Facilities Maintenance
Classification: Grade 6 (AFSCME Local 2768 – General Non-Supervisory Unit)
FLSA Status: Non-exempt
Reports to: Facilities Maintenance Manager
Supervises: None

Job Summary: Provide custodial and technical services to keep County facilities clean and safe.

QUALIFICATIONS:

Minimum Qualifications:

- High school graduate or equivalent
- 6 months work experience in general cleaning (i.e. floor care, general cleaning, trash and recycling removal, clean and sanitize restrooms and kitchen areas, restock lavatory and kitchen supplies, window washing and related activities as needed to effectively maintain buildings to ensure operations and services)
- ????
- Valid driver's license and reliable means of transportation
- Successfully pass a pre-placement screen
- Successful completion of a federal criminal justice background check

Knowledge, Skills & Abilities

- Working knowledge of Electrical, Plumbing and HVAC systems
- Cleaning practices and products
- Proper body mechanics for lifting, pushing, pulling, etc.
- Universal precautions (blood borne pathogens and hazards)
- Building and safety regulations
- Time management
- Effectively communicate, both verbally and written, with individuals at various levels of responsibility or authority
- Establish and maintain effective working relationships
- Demonstrated ability to follow established procedures and directives from supervisors
- Maintain confidentiality
- Work hours to meet the service needs
- Work independently with little or no supervision, prioritize and organize a variety of responsibilities

Preferred Qualifications:

- Work experience in general office cleaning including use of buffers and carpet extractors



JOB DESCRIPTION

- Work experience in electrical, plumbing and HVAC troubleshooting

<u>ESSENTIAL DUTIES OF THE POSITION:</u> (These duties are a representative sample; position assignments may vary.)	<u>FREQUENCY:</u> 100%
<ul style="list-style-type: none"> • Perform custodial duties including floor care, general cleaning, trash and recycling removal, clean and sanitize restrooms and kitchen areas, restock lavatory and kitchen supplies, window washing and related activities as needed to effectively maintain buildings to ensure operations and services. • Provide building security including lock and unlock buildings, inspect for occupancy, monitor after hours occupancy and related activities as needed and/or assigned to ensure building security is maintained. • Monitor and maintain facilities for minor repairs (i.e. electrical/plumbing fixtures, HVAC preventative maintenance). • Remove snow and ice, using hand tools and/or skid steer equipment. • Perform grounds maintenance (i.e. lawn care, tree and/or bush pruning). 	
Regular attendance on the job.	
Perform other duties as assigned.	

PHYSICAL REQUIREMENTS:

To view the Functional Job Analysis for this job, [click here](#).

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this job description at any time.

CLASSIFICATION HISTORY:

Position prepared by Hubbard County
Date last Reviewed: (09/2023)