



JOB DESCRIPTION

Screen

Job Title: Facilities Maintenance Technician II
Department: Facilities Maintenance
Classification: Grade 7 (AFSCME Local 2768 – General Non-Supervisory Unit)
FLSA Status: Non-exempt
Reports To: Facilities Maintenance Manager
Supervises: None

Job Summary: Maintain the safety, security, and integrity of all buildings and grounds. Provide a clean, safe environment for staff and public. Safe operation of all systems in and around buildings.

Qualifications:

- High school graduate or equivalent
- **1 year** education or work experience in electrical and in plumbing or equivalent combination of education and work experience
- Valid driver's license and reliable means of transportation.
- Successfully pass a pre-placement screen, contingent upon a job offer
- Successful completion of a federal criminal justice background check, contingent upon a job offer
- MN 2nd Class C Boiler Engineer License prior to hire date
- 1st Class C Boiler Engineer License within 1 year of hire date

Knowledge, Skills & Abilities:

- Boiler and chiller operations
- Electrical 120/240, 277/480, low voltage concepts
- Mechanical, plumbing, HVAC, carpentry skills
- Read blueprints, wiring diagrams, and electrical schematics
- Grounds maintenance techniques and equipment operation (i.e. **Bobcat** skid steer loader, aerial work platform, drills, saws, sanders, multimeter, hand tools, floor buffer, carpet extractor, vacuums, lawn tractor)
- Read and **fill out** work orders
- Cleaning practices and products
- Proper body mechanics for lifting, pushing, pulling, etc.
- Erect and climb ladders in excess of 20 feet high
- 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



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- 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:

- 1st Class C, or higher, Boiler Engineer License
- 1 year work experience with heating, ventilation, air conditioning (HVAC) systems
- 1 year work experience in general construction

ESSENTIAL DUTIES OF THE POSITION: (These duties are a representative sample; position assignments may vary.)	FREQUENCY:
Buildings Maintenance: Perform plumbing and electrical repairs; repair jail and courthouse locks and controls; maintain secure areas of the jail; perform daily and monthly boiler safety inspections per OSHA; safety and security of buildings; perform general building cleaning on an as needed basis.	50%
Grounds Maintenance: Operate and maintain lawn mowers, Bobcat with attachments, snow blowers, weed whips, sidewalk edger, shovels, rakes, wheel barrows, street brooms, shovel snow in winter months; mow lawns; weed and water shrubs; wash outside windows; clean out ash tray receptacles.	10%
Mechanical Work: Assist in maintenance of HVAC systems and their controls; run computer for building automation systems; emergency generators, vacuums, buffers, carpet cleaning shampoos; use all types of hand tools and small power tools.	40%
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)