

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of **MAINTENANCE TECHNICIAN II.**

DUTIES: See attached job description

QUALIFICATIONS: Must have a high school diploma. Technical degree or active certification in plumbing, carpentry, building, or electrical preferred. Some higher education preferred. Valid Driver's License.

HOURS: Forty (40) hours per week.

PHYSICAL: Must be able to pass physical and drug screen.

SALARY: \$17.42 hour PLUS BENEFIT PACKAGE (medical, vision, dental, life insurance, retirement and more)

Candidates for this position should submit the application form, cover letter, and resumé.

This position is open until filled; however, first review of applications occurs on Friday, **August 25, 2023.**

Applications for the position of **MAINTENANCE TECHNICIAN II** will be accepted at the Delta County Administration Office, 310 Ludington St. Suite 222, Escanaba, MI 49829, or can be completed on the website deltacountymi.gov.

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

DELTA COUNTY
JOB DESCRIPTION
MAINTENANCE TECHNICIAN II

Title: Maintenance Technician II

Classification: Union, Non-Exempt

Grade: 12

Department: Maintenance

Reports to: Director of Maintenance & Housekeeping

Supervised by: Director of Maintenance & Housekeeping

Revision Date: 8/15/23

GENERAL DESCRIPTION: Works under the supervision of the Director of Maintenance & Housekeeping. The Maintenance Technician II works with a team member to maintain all county facilities including basic electrical and plumbing services, heating, ventilation and other mechanical operations at County buildings and properties. This includes monitoring, repairing, replacing and maintaining all the mechanical, electrical and pneumatic components throughout all county buildings and properties with the intent to conserve county resources and to maintain a comfortable and safe environment for consumers and staff.

DUTIES:

1. Shall perform duties as assigned by the Maintenance Director and County Administrator.
2. Maintain all County facilities and properties according to applicable codes.
3. .
4. Open all county buildings as required and keep facilities open and running.
5. Inspect and perform planned maintenance on boilers, pumps, compressors, air handlers, motors and pneumatic systems, and other equipment as required.
6. Maintain facilities by performing carpentry work, painting, replacing light bulbs, making minor plumbing and electrical repairs, perform concrete and masonry work repairs.
7. Operate, maintain and repair power mowers, chainsaws, rototillers, lawnmowers, aerators, hedgers, spreaders, edgers, air compressors, snow removal equipment and other equipment.
8. Build and repair park benches, tables, fences, signs, playground equipment and related structures.
9. Operate and perform minor maintenance on trucks, tractors, mowers and other light automotive mechanical equipment.
10. Operate and perform minor repairs of hand-held power and gardening tools.
11. May operate basic construction equipment such as skid steers.
12. May assist in building maintenance or other maintenance projects of the County, as required.
13. Drive vehicles and equipment as required.
14. Provide manual labor functions as directed, such as digging holes/trenches, raking hoeing lifting, etc.

15. Inspects and identifies equipment or machines in need of repair such as air conditioning, heating, and emergency lighting system.
16. Troubleshoots issues to determine necessary repairs.
17. Plans repair work using buildings blueprints and equipment manual as needed.
18. Performs general repairs such as repairing drywall, painting, doors, air conditioning, heating, emergency lighting circulating pumps and domestic hot water supplies, plumbing and associated repairs and other building fixtures.
19. Performs routine maintenance on building systems.
20. Cleans and assists with upkeep of the facilities.
21. Order supplies and materials needed for repairs and maintenance.
22. Conduct periodic inspection and repair of county emergency lighting system.
23. Repair and replace domestic circulating pumps and domestic hot water supplies.
24. Repair and replace old and leaking water drain lines, sink faucets, toilet/urinal flushing mechanisms, and sink drains.
25. Install carpet/flooring.
26. Use carpet extracting equipment for cleaning carpet.
27. Move furniture.

GENERAL DUTIES:

1. Works using the safest possible practices
2. Ability to work an irregular work schedule, including evenings, weekends, and holidays.
3. Ability to maintain regular and predictable attendance.
4. Maintain positive relations with the community. Establish effective working relationships with management, employees, employee representatives, and the public representing diverse cultures and backgrounds.
5. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
6. Meet with contractors and sub-contractors regarding new building/ remodel projects.
7. Work using e-mail, a smart phone, and a computerized maintenance work order process.
8. Employee must be able to be "on-call"
9. Other maintenance duties as assigned.

EDUCATION:

Must have a high school diploma. Technical degree or active certification in plumbing, carpentry, building, or electrical preferred. Some higher education preferred.

MINIMUM REQUIREMENTS:

Valid Driver's License. The minimum requirements for this position are a combination of education or experience in carpentry, plumbing, and electrical. Candidate must have the ability to perform listed job duties. 5 years building trades experience required.

PREFERRED REQUIREMENTS:

The preferred candidate will be licensed and/or have a strong background in one or more of the following: carpentry, plumbing, and/or electrical.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This position will be required to lift up to 75 pounds.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. At times, working conditions may be hot, cold, and/or dirty and individuals may have to work in confined spaces. The noise level in the work environment is usually moderate, but may be loud in areas of equipment operation. The candidate is expected to respond to emergencies and maintain a flexible work schedule. Maintenance Technician II may be required to be on call.

The above statements are intended to describe the general nature and level of work being performed by personnel assigned into this classification. They are not to be construed as an exhaustive list of all duties performed by personnel to classified.

Board approved 8/15/23