

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of **BUILDING AND TRADES TECHNICIAN.**

DUTIES: See attached job description

QUALIFICATIONS: Must have a high school diploma. Technical degree or active certification in plumbing, air conditioning, refrigeration, carpentry, building, or electrical preferred. Some higher education preferred. Valid Driver's License. The minimum requirements for this position are a combination of education or experience in plumbing, electrical, HVAC, building and/or carpentry. Candidate must have the ability to perform listed job duties. 5 years building trades experience required.

HOURS: Forty Hours (40) per week.

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

SALARY: \$17.86 (Grade 12)

This position is open until filled.

Applications for the position of **BUILDING AND TRADES TECHNICIAN** will be accepted at the Delta County Administration Office, 310 Ludington St, Escanaba, MI 49829 or our 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
BUILDING AND TRADES TECHNICIAN**

Title: Building and Trades Technician

Classification: Union, Non-Exempt **Grade:** 12

Department: Maintenance

Reports to: Director of Maintenance and Housekeeping

Supervised by: Director of Maintenance and Housekeeping

GENERAL DESCRIPTION: Works under the supervision of the Director of Maintenance & Housekeeping. The Maintenance Technician 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. This includes monitoring, repairing, replacing and maintaining all the mechanical, electrical and pneumatic components throughout all county buildings with the intent to conserve county resources and to maintain a comfortable and safe environment for consumers and staff.

SPECIAL DUTIES:

1. Shall perform duties as assigned by the Maintenance Director and County Administrator.
2. Maintain all County facilities according to applicable codes.
3. Works using the Safest possible practices.
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. Repair and replace lights.
7. Maintain operation of heating and air conditioning.
8. Conduct periodic inspection and repair of county emergency lighting system.
9. Repair and replace domestic circulating pumps and domestic hot water supplies.
10. Repair and replace old and leaking water drain lines, sink faucets, toilet/urinal flushing mechanisms, and sink drains.
11. Repair and/or replace doors, openers and hardware.
12. Replace locks.
13. Work using e-mail, a smart phone, and a computerized maintenance work order process.
14. Remove snow and performing landscaping using handheld and motorized equipment.
15. Maintaining supplies inventory.
16. Painting.
17. Dry wall repair.
18. Basic electrical work.
19. Other maintenance duties as assigned.
20. Stripping and waxing floors.
21. Replace and movement of flags.

22. Rodent prevention.
23. Makes coffee in morning.

EDUCATION:

Must have a high school diploma. Technical degree or active certification in plumbing, air conditioning, refrigeration, 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 plumbing, electrical, HVAC, building and/or carpentry. 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: air conditioning; refrigeration; heating; plumbing; building; 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. Building Trades Technicians 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.