

Pacific County Fire District #1

Job Description

TITLE: Facilities Maintenance Technician **REPORTS TO:** Assistant Chief of Administration

GENERAL DESCRIPTION OF POSITION:

The Facility Maintenance Technician is responsible for preventing costly repairs to the department's facilities, landscapes, and mechanical systems by ensuring their overall operation is reliable, consistent and ready for daily use. Under general direction, the Facility Maintenance Technician performs routine preventative maintenance and repair work, coordinates larger maintenance and service work with outside contractors and vendors, makes recommendations for future repairs and replacements, and provides records of expenditures of service completed on all department facilities and mechanical systems.

SUPERVISION / SUPERVISORY RESPONSIBILITIES:

The Assistant Chief of Administration provides general supervision and evaluation of the Facilities Maintenance Technician.

The Facilities Maintenance Technician has no supervisory responsibilities.

DUTIES:

Perform basic electrical maintenance duties such as repairs and replacement of bulbs, ballast, switches, cleaning fixtures and making necessary repairs to switches and cords.

Maintain and monitor HVAC systems, including filter replacements

Perform basic plumbing maintenances such as identifying and repairing leaks, cleaning of drains, cleaning blockages, replacement and installation of valves and fixtures, etc.

Perform carpentry duties such as assessing and repairing damage to floors, doors, walls, or ceilings, installation of finishes, etc.

Perform landscaping and grounds maintenance such as mowing, weed eating/control, cutting vegetation, planting vegetation, maintaining ingress/egress, and signage

Paint and repair drywall surfaces, wall coverings, trim, etc.

Keep accurate inventories and tracking costs related to facilities maintenance needs.

QUALIFICATIONS:

- Be 18 years of age or older.
- Be a U.S. citizen or eligible for employment in the U.S.
- Possess a valid Washington State driver's license.
- Able to pass a background check.
- Insurable with Department's insurance company.
- High school diploma or GED certificate.
- Basic computer skills.
- Three years' experience in the performing facility and landscaping maintenance and repairs.
- Ability to lift up to 75 pounds.
- Ability to climb ladders and stairs.
- Demonstrated knowledge and abilities to identify problems (and when qualified make necessary repairs) to the following areas: Electrical, Plumbing, Welding, Finish and Rough Carpentry, Roofing, Painting, Drywall, Low Voltage Electrical, Lighting, Septic and Sewer Systems, Generators, HVAC Systems, Exterior and Interior Finishes.
- Ability to operate facility and grounds maintenance equipment and tools safely and efficiently.
- Ability to maintain orderly records and work area(s).
- Ability to work independently and meet scheduled deadlines.
- Ability to maintain confidentiality.
- Strong, clear communication skills (verbal and written).
- Friendly, approachable attitude.
- Demonstration of positive and professional interpersonal relationship skills.

WORKING ENVIRONMENT:

The assigned work shift for the Facilities Maintenance Technician is a forty-hour (40) hour workweek. Weekly and daily work hours will be coordinated between the employee and employer to complete projects and work the most effective and efficient way possible.

The working conditions will consist of both indoor and outdoor environments. The individual performing this job may be subject to extreme heat/cold, loud noises, hazardous chemicals, and adverse weather conditions. The individual will be required to perform strenuous physical activities, such as lifting, climbing, and stooping to complete assigned work.

Disclaimer: The information provided in this job description is designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this position. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.