



**Campbell County
Gillette, Wyoming**

**Job Classification Title:
Maintenance Technician I
Maintenance Technician II
Maintenance Technician III
Maintenance Technician IV**

FLSA Status: Non-Exempt	Job Type: 1909	Pay Range/Band: 42/19
	1908	
	1911	
	1912	
		52/23
		56/25
		58/26

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job and/or department.*

DEFINITION

Maintenance Technician I

To assist in and provide maintenance of facilities and grounds using a variety of basic manual labor skills which may include snow removal and custodial duties (to include interior, exterior, grounds and equipment needs).

Maintenance Technician II

To perform a variety of journey level and semi-skilled maintenance and repair work of assigned facilities to perform all aspects of the assigned department facilities which may include interior, exterior, and equipment needs.

Maintenance Technician III

To perform at an advanced journey level. Oversee and perform maintenance and repair activities in order to maintain all aspects of the assigned department facilities (to include interior, exterior, and equipment needs).

Maintenance Technician IV

To perform and supervise a variety of advanced journey level and highly technical maintenance and repair activities in order to maintain all aspects of the assigned department facilities (to include interior, exterior, and equipment needs).

SUPERVISION EXERCISED AND RECEIVED

Maintenance Technician I

Exercise no supervision.
Receive general supervision from assigned supervisor.

Maintenance Technician II

May exercise technical supervision over assigned staff, inmates or seasonal staff.

Receive general supervision from assigned supervisor.

Maintenance Technician III

Exercise immediate supervision over assigned workers which may include inmates.

Receive general supervision from assigned supervisor.

Maintenance Technician IV

Exercise immediate supervision over assigned workers which may include inmates.

Receive general direction from assigned supervisor. Direct assigned workers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Important and essential duties may include, but are not limited to, the following:

Maintenance Technician I

1. Assist with a variety of general duties including replacing light bulbs, installing simple shelving.
2. Operate a variety of basic hand and power tools.
3. Provide lawn and grounds maintenance; mow, fertilize, maintain, and trim shrubs and trees; assist with draining and winterizing of sprinkler systems, RV parks, etc.
4. Assist custodial staff as needed; clean and maintain assigned areas; may include set-up, tear-down, trash removal and bathroom checks.
5. Assist with snow removal which may include plowing, hand shoveling and dispersing ice melting compounds as needed.
6. Perform maintenance checks of all power equipment to include filters, fuel, lubrication, and traction; follow assigned preventive maintenance schedule.
7. Assist temporary and seasonal employees in the operation of power equipment.
8. Assist with a variety of general skilled trade duties as necessary.
9. Adhere to safe work practices and procedures.
10. Attend and participate in staff meetings, safety meetings, and related activities; attend workshops, conferences, and classes to increase knowledge; serve on committees as assigned.

Maintenance Technician II

In addition to the duties listed under Maintenance Technician I:

1. Perform a variety of skilled duties involved in troubleshooting, identifying, and resolving malfunctions in building systems and equipment; repair, maintain and install miscellaneous equipment as assigned; inspect, adjust, and replace necessary building system components as needed.
2. Assist in the installation, repair and maintenance of varied building components including computer and communication cabling, electrical wiring, light fixtures and related equipment.
3. Provide input in the planning and coordinating of building projects.
4. Conduct regular inspection, perform scheduled maintenance and monitor the air conditioning, heating and other mechanical systems; maintain different types of boilers.
5. Requisition supplies, equipment, and materials.
6. Train employees in a variety of duties including safe operation of power equipment.
7. Perform general manual labor duties which may include carpentry, plumbing and electrical duties as necessary.

Maintenance Technician III

In addition to the duties listed under Maintenance Technician I and II:

1. Repair, maintain and install miscellaneous equipment as assigned; inspect, adjust, and replace necessary building system components as needed.
2. Conduct regular inspections and monitor the HVAC and other mechanical systems; perform scheduled maintenance on HVAC and other mechanical systems.
3. Perform plumbing, electrical and other miscellaneous repairs in assigned facilities which may result in undesirable and unsanitary conditions.
4. Assist in the planning and coordinating of building projects.
5. Maintain and repair specialized facilities and equipment; follow assigned preventive maintenance schedules.
6. Assist with grounds maintenance to include maintaining the integrity of grounds sprinkler system by draining and winterizing; assist with snow removal which may include plowing, hand shoveling and dispersing ice melting compounds as needed.
7. Maintain boilers and pumps; monitor temperatures and pressures.
8. Train employees to perform a variety of duties including safe operation of power equipment and boiler operations.
9. Perform general carpentry, electrical and institutional plumbing duties as necessary.
10. Maintain building security and fire protection/alarm systems in accordance with safety standards which may include emergency generator, surveillance cameras and monitors, electric security doors, audio system and other specific equipment for assigned facilities.
11. Coordinate and install telephone, computer lines, cables, surveillance equipment, audio system and specialty equipment used in assigned facilities.

Maintenance Technician IV

In addition to the duties listed under Maintenance Technician I, II, and III:

1. As well as troubleshoot operating problems for HVAC, electrical, plumbing and fire suppression systems in the County facilities, provide recommendations for long-term solutions, and perform preventative maintenance as needed.
2. Perform and interpret chemical, air flow, and heat load analyses and calculations; read and interpret plans, specifications, schematics and blueprints.
3. Inspect contract work for conformity to specification; recommend contract work as appropriate.
4. Install new equipment and inspect new systems for potential maintenance problems; log equipment history.
5. Prepare and maintain various logs and records on work performed; request required materials, supplies and equipment.
6. Mentor and guide development of less skilled technicians.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Maintenance Technician I

Knowledge of:

- Occupational hazards and standard safety practices necessary in the area of mechanical and custodial work.
- Cleaning compounds and custodial equipment; hand and power tools.
- Safe driving, equipment and tool use principles and practices.
- Basic building and grounds maintenance and repair processes and procedures.

Skill to:

- Operate a motor vehicle safely.
- Operate all hand and power tools and equipment safely.

Ability to:

- Follow verbal and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Work in extremes of environmental conditions.
- Work effectively in the absence of direct supervision.
- Travel to different sites; availability for emergency call or on call duty.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Maintenance Technician II

In additional to the items listed under the Maintenance Technician I:

Knowledge to:

- Practices, methods, equipment, tools, and materials used in mechanical, electrical, and special building systems construction, maintenance, repair, and remodel.
- Principles of supervision.

Skill to:

- Operate a motor vehicle and heavy equipment safely.
- Operate all hand and power tools and equipment, and diagnostic equipment safely.

Ability to:

- Start to learn to read and understand building mechanical and electrical system blueprints, and technical schematics.
- Correctly identify a wide variety of mechanical, electrical, and special systems problems. Supervise the work of assigned personnel.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situation needs.
- Perform skilled craft work involved in building and grounds maintenance and repair.

Maintenance Technician III

In additional to the items listed under the Maintenance Technician I and II:

Knowledge of:

- Building and grounds maintenance, repair processes and procedures.
- Characteristics and safe use of commercial custodial cleaning compounds, custodial equipment.

Ability to:

- Correctly identify and resolve a wide variety of mechanical, electrical, and special systems problems.
- Monitor industry advancements and make recommendations regarding equipment and system replacement and upgrade.

Maintenance Technician IV

In additional to the items listed under the Maintenance Technician I, II, and III:

Knowledge of:

- Theory and techniques of troubleshooting and diagnosing of HVAC, electrical, plumbing, fire suppression systems; principal design of systems.
- Operational characteristics of a variety of control systems including electronic and pneumatic controls.
- Mathematical principles.
- Applicable codes, laws, and ordinances regarding heating, ventilating, air conditioning, plumbing, electrical and fire suppression.

Ability to:

- Coordinate work of outside contractors.
- Estimate equipment needs and operation costs.

- Maintain detailed and accurate records.
- Work independently in the absence of supervision.
- Correctly identify, resolve and design a wide variety of mechanical, electrical, and special systems problems.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Maintenance Technician I

Education/Training:

- One to two years of experience in general maintenance, repair or custodial work.

Experience:

- Equivalent to a high school diploma supplemented by specialized training or on-the-job training in one or more of the following areas: construction, building maintenance, plumbing, electrical, heating and cooling systems or custodial work.

Maintenance Technician II

Education/Training:

- Equivalent to a high school education supplemented by a formal specialized training program or verifiable work experience equivalent to a journey level craftsman in one or more of the following systems or equipment: carpentry, mechanical, electrical, plumbing, HVAC, fire suppression systems, fire alarm systems, or low voltage systems.

Experience:

- Three to four years of experience in building maintenance.

Maintenance Technician III

Education/Training:

- Equivalent to a high school diploma supplemented by a formal specialized training program or verifiable work experience equivalent to advanced journey level craftsman training and certification in two or more of the following systems or equipment: carpentry, mechanical, electrical, plumbing, HVAC, fire suppression systems, fire alarm systems, or low voltage systems.

Experience:

- Five to six years of experience in building maintenance.

Maintenance Technician IV

Education/Training:

- State of Wyoming Journeyman's License or Master's Certification or equivalent equal to that field of expertise in one or more of the following systems or equipment: electrical, plumbing, HVAC, fire suppression systems, or fire alarm systems.

Experience:

- Seven to eight years of experience in building maintenance

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must be current or obtained within a specified time frame as defined upon employment.

- Valid driver's license.

WORKING CONDITIONS:

Essential duties require the following:

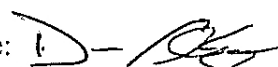
Working Environment:

- o Significant exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards.

Physical Activities:

- o Essential functions require maintaining physical condition necessary for significant physical activity such as sitting, standing, walking, kneeling, crouching/stooping/squatting, crawling, twisting, climbing, and lifting an average of 50 plus lbs.; travel to different sites; availability for emergency call or on call duty.

*These requirements are representative but not all-inclusive of the knowledge, skill, and ability required to perform this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.
Campbell County is an Equal Opportunity Employer.*

Effective Date:	January 15, 2008
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