

SHAWNEE COUNTY, KANSAS

Position Description Maintenance Technician I

Position Control Numbers: DF1267A, DF1268, DF1269, DF1270, DF1271, DF1272, DF1273, DF1289, DF1290 **FLSA Status:** N

POSITION DESCRIPTION

Under general supervision, this position performs maintenance and repair tasks in a variety of mechanical and building functions. Work may involve general custodian duties and supervision of Trustee inmates. Performs other duties as required. This position is supervised by the Facility Division Manager.

WORK PERFORMED

- 40% Work Order Maintenance.** Responsible for the assessment, repair and maintenance of departmental equipment and property as assigned by the Maintenance Technician II. This position requires knowledge with heating, cooling and electrical systems. Frequently reports to the housing units to repair minor mechanical problems such as: lights, toilets, officer workstation, cell and kitchenette areas. Maintains, inspects and repairs departmental security systems, door locks, cameras, infrared and microwave systems. Responsible for working closely with shift supervisors and other supervisory staff for needed repairs such as: construction, masonry, painting, welding, plumbing, electrical and computer repairs.
- 30% Departmental Systems.** Responsible for the inspection, maintenance and repair of a wide variety of departmental systems. Works closely with the Maintenance Technician II on contractual obligations and repairs to the department's chiller, cooling, heating, emergency generator, air handling and water chemical systems. Maintains repair logs and conducts routine emergency systems checks to ensure workability.
- 15% Tool Control.** Responsible for the inspection, monitoring and control over all tool utilization within the department. Records and documents all tool issuance, area and toolbox inventories and tool replacement as required by ACA standards. In coordination with the Maintenance Technician II, may be required to rent and/or lease special tools or equipment for needed repairs.
- 10% Inmate Supervision.** Responsible for directing, inspecting and monitoring Trustee inmates on inmate work crews. Assists and directs inmates in a wide variety of duties, which consist of painting, construction and furniture moving. Ensures inmates are properly identified and scheduled for accountability.
- 5% Departmental Support.** Responsible for a wide variety of general responsibilities such as: being on call for emergencies, assisting supervisory staff with moving office furniture and minor vehicle repairs.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- The occupational hazards and safety precautions of the mechanical and building trades.
- The standard practices, methods, materials and tools of one of the mechanical and building trades.

Ability to:

- Understand and follow oral and written instructions.
- Communicate effectively, both orally and in writing, using the English language.
- Use tools commonly used in maintenance and repair work.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting	X				Driving	X			
Pushing/Pulling	X				Bending	X				High Elevation	X			
Climbing	X				Reaching	X				Unprotected Heights	X			
Throwing	X				Lifting-80 lbs.	X				Around Moving Machinery	X			
ARMS					Carrying	X				Driving Automotive Equipment	X			
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-80 lbs.	X				Twisting	X				Cramped Body Position	X			
Pushing/Pulling	X				Squatting	X				Sustained Positions	X			
Carrying	X				Turning	X				Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces	X			
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision	X				Sitting	X				Work Below Ground	X			
Color Vision			X		Carrying	X				Irregular Surfaces	X			
VOICE					Climbing	X				Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic	X			
EARS					Turning	X				Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting-80 lbs.	X					X			

EQUIPMENT USED

Electric Drills	Mowers/Blowers	Electric Lift	Sawsall
Tractor	Hand Tools	Sander	Saws (Table, Hand, Jig, Band)
Plumbing Snake	Grinder	Router	Electric Tools

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MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- Two (2) years’ experience in more than one (1) of the mechanical and/or building trades.
- No felony convictions.
- Valid Driver’s License and eligible to operate a County-owned vehicle (HR-2013-2).
- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

Required to pass a background investigation, pre-employment physical and drug screen.

Required to lift eighty (80) pounds on a frequent basis.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee’s Signature / Printed Name	_____ Date
_____ Administering Supervisor’s Signature / Printed Name	_____ Date
_____ Appointing Authority’s Signature / Printed Name	_____ Date

Created: 04/05
Revision History: 04/26