

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Maintenance Technician II**

**POSITION NUMBERS:** FM1004A, FM1015

**FLSA STATUS:** N

**POSITION DESCRIPTION**

Under general supervision, this position acts as a leadworker and provides building and equipment maintenance for Shawnee County government facilities. Performs other duties as assigned. This position is supervised by the Facilities Management Superintendent.

**WORK PERFORMED**

- 30% Maintenance and Repair.** Maintenance of boilers and air conditioning units including tear down, cleaning and repair of boilers on an annual basis. Daily logging and inspection of all equipment. Annual cleaning of inner workings of A/C units including rebuilding of pumps, cleaning of cooling tower and general upkeep of air handlers and all equipment involved in heating and air conditioning.
- 20% Leadworker.** Leads and instructs the Maintenance Technician I positions on proper completion of tasks. Assigns tasks. Inspects and reviews work to ensure projects are complete. Trains employees. Explains and demonstrates the proper use of equipment used on the job. Checks work procedures and products. In the absence of the Superintendent, leads crew in completing the tasks assigned and directs the overall operations of the area assigned.
- 20% Grounds Maintenance.** Building grounds maintenance including mowing, edging, weed eating, sprinkler maintenance and general upkeep to parking lot including snow removal and general maintenance and repair of lawn equipment. Drives to forestry dump.
- 10% Facilities Operations.** Inner office work, such as moving office equipment and furniture and general physical work of delivery and moving of files and supplies. Drives to outlying facilities and other addresses for deliveries.
- 10% Carpentry.** Carpentry work including building tables, shelves, computer stands, etc.
- 10% Plumbing.** Commercial plumbing including new installation and ongoing repairs of existing plumbing including toilets, water heaters, sinks, etc.

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**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Effective leadership skills.
- The occupational hazards and safety precautions of the mechanical and building trades.
- General construction procedures including electrical, plumbing, masonry and carpentry work.
- The standard practices, methods, materials and tools of the mechanical and building trades.

**Ability to:**

- Organize and instruct employees performing various tasks.
- Communicate clearly and effectively, both orally and in writing, using the English language.
- Understand and follow oral and written instructions.
- Drive a motor vehicle.

**Skill in:**

- The use of tools 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
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling			X		Bending			X		High Elevation			X	
Climbing	X				Reaching			X		Unprotected Heights		X		
Throwing	X				Lifting-65 lbs.	X				Around Moving Machinery			X	
<b>ARMS</b>					Carrying	X				Driving Automotive Equipment	X			
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes			X	
Lifting-65 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				<b>LEGS/FEET</b>					Electrical Hazards			X	
<b>EYES</b>					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			
<b>VOICE</b>					Climbing	X				Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic			X	
<b>EARS</b>					Turning	X				Exposure to Marked Changes in				
Hearing			X		Lifting-65 lbs.	X				Temperature and Humidity			X	

**EQUIPMENT USED**

Air Conditioners  
Air Compressors  
Electric Pumps  
Electric Motors  
Boilers

Hand Tools  
Welders  
Tractor  
Lawn Mowers  
Lawn Edgers

Weed Eaters  
Power Tools-Electric/Pneumatic  
Snow Blowers

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**MINIMUM QUALIFICATIONS**

- High School Diploma or GED Certificate.
- Five (5) years' experience in two (2) or more of the mechanical and/or building trades.
- Valid Driver's License and able 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.) that are less than five (5) years old; No more than two (2) at fault or chargeable accidents 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 check, pre-employment physical/drug screen, and a review of driving record.
- Required to lift up to sixty-five (65) pounds.

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: 05/09  
Revision History: 10/23