

SHAWNEE COUNTY, KANSAS
Position Description
Maintenance Technician I/Courier

POSITION NUMBER: HA1198A

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position performs maintenance and repair tasks in a variety of the mechanical and building trades and is stationed at the Shawnee County Health Department (SCHD). This position performs general custodial duties, courier duties of delivery/pick-up and general maintenance duties. Day-to-day and seasonal tasks may differ. Performs other duties as required. This position is supervised by the Health Department Director.

WORK PERFORMED

- 25% Maintenance and Repair.** Operates and maintains vehicles, equipment, machinery, and buildings. Performs basic carpentry, masonry, painting, or plumbing tasks. Makes adjustments and minor repairs to HVAC and air conditioning systems. Work will be coordinated with Facilities Management if applicable.
- 25% Facilities Operations.** Performs inner-office work, such as moving office equipment and furniture, building various office furniture, training room set-up, painting various surfaces. Assists SCHD Purchasing Office to deliver/put away heavy supplies. Maintains and organizes the maintenance areas.
- 20% Grounds Maintenance.** Responsible for year-round grounds maintenance – seasonal tasks will vary. Includes general upkeep and outside custodial. Assists in snow removal including, but not limited to, steps, walks, entrances and parking lots, to be coordinated with Facilities Management.
- 15% Delivery/Pick-up.** Handles delivery and pick-up of mail, confidential records, supplies, laboratory items and any other materials required for conducting business by SCHD between the SCHD off-sites, outlying sites in the community, the Courthouse, and other locations as needed.
- 10% Janitorial Tasks.** Completes standard janitorial tasks in the clinics, office areas, and meeting spaces as needed. Delivers janitorial supplies to all SCHD off-site locations as needed. Assists with stocking and storing cleaning supplies and materials, including verifying supply quantities and notifying Facilities Management when supplies are low for reordering. Fills in as needed if janitorial staff is absent.
- 5% Reporting.** Completes required reports including Cartegraph work system, time sheets, purchase requisitions, credit card statements, courier requests, building checklists and others as required.

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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 the mechanical and building trades.
- General construction procedures including electrical, plumbing, masonry and carpentry work.
- Preventative maintenance techniques.
- Standard janitorial tasks.
- Applicable work safety rules and procedures.
- Service and maintenance requirements of major and minor SCHD equipment used.

Ability to:

- Understand and follow oral and written instructions.
- Communicate effectively, both orally and in writing, using the English language.
- Make routine mathematical computations accurately and with reasonable speed.
- Handle confidential materials
- Perform strenuous manual labor.
- Operate a motor vehicle
- Work independently.
- Read manuals, safety guides and instructions.
- Maintain records.
- Fill out forms as necessary.

Skill in:

- The use of Microsoft Office software
- Solving problems regarding route schedule changes and mail distribution
- The use of tools commonly used in maintenance and repair work.
- Performing standard janitorial tasks.

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-50 lbs.			X		Around Moving Machinery	X			
ARMS					Carrying-50 lbs.			X		Driving Automotive Equipment			X	
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-50 lbs.			X		Twisting		X			Cramped Body Position	X			
Pushing/Pulling			X		Squatting		X			Sustained Positions	X			
Carrying-50 lbs.			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			

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Far Vision			X	Sitting		X		Work Below Ground	X			
Color Vision			X	Carrying-50 lbs.			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-50 lbs.			X				X	

EQUIPMENT USED

Personal Computer	Air Compressor	Hand Tools	Power Tools-Electric/Pneumatic
Printer	Belt Sander	Hedge Trimmer	Table Saw
Telephone	Brad Gun	Painting Equipment	Vacuum Cleaner
Photocopier	Buffer	Painting Supplies	Watering Hoses
Scanner	Burnisher	Power Washer	Parking Lot Vacuum
County Vehicle	Carpet Cleaner	Router	Electric/Battery Operated Drills
Office Furniture	Chain Saw	Snow Blower	Electric/Battery Operated Hand Saws
Air Conditioners	Grinder	Leaf Blower	

MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate
- Two (2) years' experience in more than one of the mechanical and/or building trades or janitorial work.
- Valid Drivers' License and able to operate County-owned vehicle (HR-2013-2).
 - 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 pre-employment physical and drug screen.
- Required to lift and carry fifty (50) pounds.
- May be called in to work during certain circumstances.
- Overtime may be required.
- Required to complete National Incident Management System (NIMS) 700 and Incident Command System (ICS) 100 and 200 within six (6) months of employment.

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.

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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: 02/04

Revision History: 11/24