

# Uintah County

## Job Description



<b>Title:</b>	Preventative Maintenance Technician	<b>Code:</b>	314
<b>Division:</b>	Administration	<b>Effective Date:</b>	3/07
<b>Department:</b>	Commission	<b>Last Revised:</b>	3/07
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	24

### GENERAL PURPOSE

Performs a variety of **journey level skilled duties** as needed to complete various construction projects including rough framing, remodeling, finish carpentry, custom furniture construction, metal fabrications, locksmithing, masonry and related craft specializations.

### SUPERVISION RECEIVED

Works under the general supervision of the Board of County Commissioners.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Builds custom designed enhancements to county facilities and offices; receives special requests from county personnel; determines needs and creates custom specifications; secures needed materials; builds and installs permanent fixtures as requested.

Creates custom furniture for offices including book cases, shelves, computer work stations, cabinets, benches, etc.

Performs general rough construction and remodeling projects; redesigns office space moving or installing walls and partitions; installs doors, windows, permanent and temporary ceilings, stages, handicap ramps, portable walls, etc.

Performs general craft and skilled duties related to electrical systems, plumbing, roofing, sheet rocking, and other phases of remodel and finish work.

May perform various masonry projects completing flat work, tile work, etc.

Maintains custom wood shop and related equipment and tools; assures proper and safe operation and maintenance of power tools; sharpens saw blades, jointer knives, router bits, cutters, planer; maintains hand tools; operates wood lathe; manages shop and materials inventory.

Performs journey level metal fabrication; operates welding equipment to cut and weld various parts or complete metal construction projects.

Detects and eliminates or minimizes safety hazards.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience
  - A. One (1) year of specialized training provide through trade or technical school related to the maintenance and construction fields, facilities management, and construction management;

AND

- B. Five (5) years of progressively responsible experience in building construction, finish carpentry, metal fabrication, and general or commercial construction requiring skill in plumbing, carpentry, electrical wiring, and other related fields;

OR

- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Considerable knowledge of** construction techniques, and methods related to carpentry, and electrical wiring; various hand and power tools required in the creation and fabrication of furniture, fixtures, etc.; interpersonal communication skills; maintenance procedures on complicated carpentry projects; common hazards related to confined space operations; methods, materials and equipment used in general construction work; equipment and fixtures; electrical and mechanical systems, boilers, small motors, etc.

**Skill** in the use of a variety of hand and power tools common to complex maintenance and construction work; trucks, trailers, table saw, radial saw, jointer, planer, band saw, scroll saw, sander, drill press, sharpener, belt sander, palm sander, router, drills, worm drive saw, jig saw, air compressor, air nailer and stapler, etc.

**Ability to** determine needs for services and supplies necessary to carry out the maintenance programs; operate forklift; read blueprints; establish and follow through on work priorities; make quality decisions in emergencies; communicate effectively, verbally and in writing; develop effective working relationships with supervisor, fellow employees and the public.

3. Special Qualifications:

Must be able to move objects weighing up to 90 lbs.  
Must possess valid driver's license.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Frequent local travel required in normal course of job performance. Occasionally exposed to high work places, volatile materials, toxic materials and confined work spaces. Strength of arms, hands, legs, and back required in the performance of essential functions.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)