**Chelan County** **Facilities Maintenance**

**Facilities Technician I**

**Job Description**

**Job Title:** **Facilities Technician I**

**Job Classification:** PW05

**Job Status** Regular – Full-time

**Division/Department:** Facilities

**Reports To:** Director

**FLSA Status:** Non-Exempt

**Bargaining Unit:** Teamsters Local No. 760

**Last Updated:**  03/25/2025

**Last Reviewed:** 03/25/2025

**SUMMARY**

The Chelan County Facilities Department is looking for a responsible Facility Technician I, within our Facility Services Series. The Facility Technician I possesses skills in proper tool usage to complete repairs and installation of carpentry, painting, plumbing, mechanical, and electrical systems, along with grounds care experience.

The incumbent shall be proficient with the Computer Maintenance Management System (currently Asset Essentials) and other computer software systems in order to maintain and prepare accurate work records. Incumbents shall also respond to daily preventive, corrective, and emergency maintenance calls, including those that occur outside of normal working hours (call-outs).

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Report on time and ready to work.
* Consistently portray a good attitude.
* Install, repair, operate and maintain:
	+ Plumbing Systems. Examples include toilets, faucets, flush valves, DWV piping, and other plumbing challenges;
	+ Electrical systems. Examples include, outlets and switches; Replacing ballasts and fixtures (non-energized systems);
	+ Mechanical Systems. Examples include motors, heating, and ventilation.
	+ Door hardware and locks, including detention locks (will provide training).
	+ Carpentry; Examples include formwork for pouring concrete, wood work-door frames, cabinetry, drywall, sanding, patching, masking, painting;
	+ Computer Maintenance Management Systems. (Asset Essentials)
* Use computer software. Examples include, excel, word and outlook.
* Communicate with Supervisor and Director of work progress, challenges and solutions.
* Perform related duties as required.

**DETAIL OF POSITION DUTIES**

**ELECTRICAL:**

1. Installation, repair, and maintenance of electrical service panels, circuit breakers, motors, lighting fixtures, air-conditioners, air handlers’ fans, garage door openers, heaters, dishwashers, garbage disposals, solenoid operated valves, security locks, power supplies, emergency generators, water heaters, pumps, computers, metal detectors, washing machines, clothes dryers, hand dryers, air-compressors, and power monitoring equipment.

**HVAC:**

1. Duties include the maintenance, and repair of various brands of air conditioning equipment such as, but not limited to, chilled water pumps, flow valves, control valves, flow switches, shutoff valves, cooling towers, fan coils, belts and filters.
2. Specialized equipment includes electronic temperature measuring meters, electronic leak detectors, and various electrical meters.

**CONSTRUCTION:**

* All phases of building construction and remodeling from site prep, foundations to finish work, using common tools of the trades including the use of lifts, dirt working equipment and other assorted tools of the trades.

**PLUMBING:**

1. Installation and repair of plumbing systems, such as heating/ cooling water supply, domestic water supply, boiler/chiller make-up water supply, irrigation systems, roof/storm drain systems, building sewage drains, and fire sprinkler systems. A thorough knowledge of piping sizes, types, applications, and materials along with knowledge of gate valves, ball valves, solenoid operated valves, steam valves, pneumatic valves, flush valves, sinks, toilets, water coolers, expansion tanks, pumps, natural gas valves, check valves, regulators, hot water heaters, detention fixtures, shower valves, and meters is essential to facilitate repairs of the building plumbing. Training in specialized test and repair equipment such as gas leak detectors, welders, gas torches, power hacksaws, and specialty hand tools is required along with safety precautions while working with and around human waste, explosive gas, pressurized steam, hot water, hazardous chemicals, asbestos insulation, and electrical hazards.

**LOCK CONTROL:**

1. Involves the installation, maintenance, repair, and control of all building locking hardware. Specialized factory training allows us to perform all pinning, combinating, repair and key control with the minimum of tools and spare parts. Combinating, and master-keying require math calculations and great manual dexterity. Specialized as well as common hand and power tools are needed.

**SUPERVISORY RESPONSIBILITIES**

N/A

**QUALIFICATIONS**

Knowledge of the methods, practices, materials, equipment, tools and procedures related to building and facilities services in several skilled trade areas. The incumbent shall possess a thorough and comprehensive knowledge of preventive, corrective and emergency repair and installation in areas such as plumbing, electrical, mechanical, and carpentry. They shall understand building construction principles, methods and techniques including, but not limited to foundations, framing, modification and repair.

**EDUCATION and/or EXPERIENCE**

* Graduation from high school or GED equivalent.
* In addition to the experience required of the Facilities Maintenance Mechanic, the abilities of the Lead Maintenance Mechanic require what would be gained in a 2-year journey-level trade and leadership qualities.

**LANGUAGE SKILLS**

* Read and write at a level appropriate to the position.

**REASONING ABILITY**

**Facility Core Abilities**

* Ability to solve practical problems, work independently, safely and manage time wisely. Must be self-motivated and able to prioritize assigned work.
* Able to operate tools, equipment and Microsoft Windows Office applications.
* Able to listen, follow direction, pay attention to details, organize
* Read, write, speak, and comprehend English
* Able to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
* Must be able to perform proficiently a variety of semi-skilled facilities maintenance and repair tasks.
* Operate all applicable tools, equipment and systems, follow standard written instructions and procedures;
* Demonstrate the ability to learn maintenance and repair functions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

* Take classes as required in safety, First Aid, and CPR.

**PHYSICAL DEMANDS**

* Able to regularly stand and walk, frequently lift and/or move up to 100lbs. and occasionally lift and/or move greater than 100 lbs.
* Occasionally required to sit, reach with hands and arms
* Ability to use a ladder when necessary
* All positions require the performance of strenuous manual labor at times.
* Able to operate tools and equipment
* Use of lawn care equipment, lifts, tractors, snowplows.

**WORK ENVIRONMENT**

* Incumbents respond to daily preventive, corrective calls and emergent calls that are occasionally outside of normal working hours. Call outs
* Perform routine preventive/corrective/emergent maintenance functions for County Facilities;