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

**Facilities Technician III**

**Job Description**

**Job Title:** **Facilities Technician III**

**Job Classification:** PW11

**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 Facilities Technician III is distinguished from within the Facilities crew, by the complexity of the skilled work completed in facility maintenance, repairs and installation of carpentry, plumbing, computer controls, mechanical, pneumatic, hydraulic, and electrical systems. The incumbent shall perform at a journey-level skillset in one or more electro-mechanical trades and at a senior trade level in the remaining trades used in Chelan County Facilities. The incumbent shall be proficient with the Computer Maintenance Management System and MS Excel, Word, and other computer software systems in order to maintain and prepare work records.

Incumbents shall respond to daily preventive, corrective, and emergency calls that are occasionally outside of normal working hours. Incumbents will periodically play a mentoring role to other crew and/or semi-skilled assistants.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

In addition to the knowledge required of the Facilities Technician II, the Facilities Technician III requires an extensive and specialized 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, telephone, heating, ventilation, air conditioning, refrigeration, and carpentry. They shall understand building construction principles, methods and techniques including, but not limited to foundations, framing, modification and repair. A Facilities Specialist shall possess a comprehensive knowledge of applicable State and Federal Codes and Regulations pertaining to facilities, plumbing systems, heating, ventilation, air conditioning, and refrigeration, electrical, mechanical and concrete and structural aspects of buildings.

* Report on time and ready to work.
* Consistently portray a good attitude.
* Demonstrate leadership qualities and journey-level skills in more than one trade and senior skillset in others.
* 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, ventilation, air conditioning and refrigeration.
	+ Telephone Systems. Examples include running wire, PBX, VOIP, ISDN or analog.
	+ 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. (Currently Asset Essentials)
* Use computer software. Examples include MS Excel, MS Word and MS Outlook.
* Communicate with Supervisor and Director of work progress, challenges and solutions.
* Perform related duties as required.

**QUALIFICATIONS**

**ELECTRICAL:**

1. Installation, repair, and maintenance of electrical service panels, circuit breakers, motors, lighting fixtures, boilers, 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.

**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.

**BUILDING SYSTEMS:**

* Installation, repair, troubleshooting, programming and integration, routine maintenance, moves & changes, design and deployment of included but not limited to: Telecommunications, DDC equipment for BAC, Access Control, Video Systems and intercoms.

**HVAC:**

1. Duties include the installation, maintenance, and repair of various brands of air conditioning equipment such as, but not limited to, chilled water compressors, pumps, flow valves, control valves, control circuits, flow switches, shutoff valves, air to air exchangers, reclaim condensers, cooling towers, fans electronic monitoring devices, and electronic control devices.

**HVAC Controls:**

1. Install, maintain, repair, and calibrate electronically controlled devices such as valves, control switches, thermostats, transmitters, controllers, and monitors.

**PLUMBING:**

1. Installation and repair of plumbing systems and components, such as flush valves, faucets, radiators, heating/ cooling water supply, domestic water supply, irrigation systems, roof/storm drain systems, building sewage drains, and fire sprinkler systems.

**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.

**EDUCATION and/or EXPERIENCE**

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

**LANGUAGE SKILLS**

* Read, write, speak, and comprehend English

**REASONING ABILITY**

In addition to abilities required of the Facilities Technician II, the incumbent must be able to demonstrate leadership qualities and journey-level skills in more than one trade and senior skillset in others.

**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.
* Ability to use a ladder when necessary
* Able to operate tools, equipment and Microsoft Windows Office applications.
* Able to listen, follow direction, pay attention to details, organize
* 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;
* Read and write at a level appropriate to the position.
* Demonstrate the ability to learn maintenance and repair functions.

**Facilities Technician III Abilities**

* Be versed in the usage of computers and software for programming, installation and maintenance of campus wide PLC, DDC, Telecommunications, Networking, Video Surveillance, Intercom, Fire and Life Safety Equipment and Access Control Systems.
* Use ethical judgement and discretion in duties.
* Read, interpret and work from blueprint plans, distinguish colors, interpret electrical drawings and specifications.
* Make rough sketches, estimate cost, time and materials of maintenance, repair and renovation work.
* Maintain records and retrieve data related to work performed using manual and/or computerized record-keeping systems.
* Analyze and respond to emergency situations.

**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
* All positions require the performance of strenuous manual labor at times.

**WORK ENVIRONMENT**

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