

**ADAMS COUNTY  
SUMMARY JOB DESCRIPTION**

Position: Lead Maintenance Technician  
Department: Public Works  
Annual Hours Worked: 2088

Position Number: 1117A  
Salary Range: 10

**1.0 MAJOR FUNCTION AND PURPOSE**

1.1 The major function of this position is to perform janitorial work, building and grounds maintenance, and repair and maintenance of County Facilities.

**2.0 SUPERVISION RECEIVED**

2.1 Persons in this position will receive supervision from the Facility Manager and/or Management Staff of the Public Works Department in the absence of the Facility Manager.

**3.0 SUPERVISION EXERCISED**

3.1 Persons in this position perform limited supervision of Custodial/Maintenance Techs and temporary employees in the absence of the Facility Manager.

**4.0 SPECIFIC DUTIES AND RESPONSIBILITIES**

4.1 General assignments include, but are not limited to:

- Performance of Custodial/Maintenance Techs' duties as needed;
- Grounds keeping and maintenance including but not limited to:
  - Watering;
  - Maintenance and repair of underground watering system;
  - Weeding of beds, lawn weeds sprayed and controlled;
  - Regular fertilization to maintain the lawn and flower beds;
  - Mowing and edging of lawn;
  - Bug and pest control;
  - Trimming shrubs and trees (removal and planting as necessary);
  - Plant flowers in beds to enhance beautification of yard;
  - Remove debris from entrances including, but not limited to, debris from cigarette receptacles;
  - Cleaning outside of building (eaves, windows, parking areas, etc.)
  - Maintain and clean sidewalks, steps, and entrances, sometimes through snow/ice removal.

4.2 Repair and Maintenance:

- Assist with the maintenance and monitoring of the HVAC systems including filter replacement;
- Assist with plumbing maintenance: repair of leaks, cleaning of drains, cleaning blockages, replacement of valves and fixtures, etc.
- Assist with electrical maintenance: replacement of bulbs, ballasts, switches, cleaning fixtures and necessary repair to switches and cords;
- Paint and repair drywall surfaces;

- Routine weather-stripping, caulking and/or re-grouting as required both internally and externally;
- Maintain flags, flagpole and lighting associated with the flagpoles;
- Assist with the periodic check of the fire alarm system;
- Maintain/trouble shoot the operation of an elevator and be able to restart;
- Complete projects within the facilities to include minor additions, remodels of current office spaces and ADA compliance issues.

4.3 Other duties as assigned.

## **5.0 REQUIRED KNOWLEDGE AND ABILITIES**

- 5.1 Knowledge of water and sewer systems;
- 5.2 Knowledge of modern methods and materials of custodial grounds keeping, and landscaping work;
- 5.3 Familiarity and/or experience with tools, equipment and techniques commonly used in the performance of related tasks;
- 5.4 Working knowledge of the heating/cooling systems and ability to restart them in the event of a failure;
- 5.5 Ability to operate tools and equipment used in lawn and ground maintenance and in custodial work in a safe and efficient manner;
- 5.6 Ability to comprehend and willfully take orders, follow directions and carry out directions while working independently;
- 5.7 Ability to establish positive working relationships with elected and appointed officials, county employees and the public using principles of good customer services while maintaining those relationships along with a diverse population including public citizens.

## **6.0 MINIMUM QUALIFICATIONS**

- 6.1 Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form;
- 6.2 Vision must be, with or without correction, sufficient to read small print, adjust focus, and analyze the characteristics of objects;
- 6.3 Basic knowledge of computer operations;
- 6.4 High school diploma or equivalent.
- 6.5 Six (6) to twelve (12) months working experience in custodial environment preferred;
- 6.6 Valid Washington State Driver's License.

## **7.0 DESIRABLE QUALIFICATIONS AND ABILITIES**

- 7.1 Knowledge of circuitry and the ability to reactivate overloaded circuits or other problems and to notify Management representative when electricians are required;
- 7.2 Familiarity and/or experience with HVAC systems, plumbing, elevators and electric circuitry;
- 7.3 Four years or more experience working in a similar position;
- 7.4 Ability to learn techniques involved with the repair and maintenance of county facilities.

## **8.0 WORK ENVIRONMENT**

- 8.1 While performing the duties of this job the employee works in many different environments. Typical repair/maintenance and janitorial work is completed inside an office building while grounds maintenance takes place outside. Occasionally has to be

- outside in extreme weather from hot summer temperatures to the cold snowy weather of winter. Work conditions may require responding to situations at night and on holidays;
- 8.2 Requires a considerable amount of physical activity, including extended periods of sitting, standing, walking, kneeling, bending, crouching, reaching, stooping and climbing and the ability to maintain physical condition and manual dexterity;
  - 8.3 Must be physically able to climb on ladders up to fourteen feet (14') and lift and/or carry up to seventy-five (75) pounds;
  - 8.4 While performing the duties of this job, some travel may be required to other County buildings.

Note: This job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and the requirements of the position change.<sup>1</sup>