



VALLEY COUNTY JOB DESCRIPTION

Facility Technician I

Department: Facilities

Reports to: Facilities Manager

Date Established: 5/2022

Date Revised:

FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

Performs maintenance, light construction, and repair on Valley County facilities. The work is performed with latitude for independent judgement and initiative.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains plumbing, mechanical, and structural systems;
- Maintains furniture and building fixtures;
- Moves furniture;
- Performs basic construction;
- Maintains landscapes on Valley County property;
- Performs snow and ice removal often outside of normal work hours;
- Paints internal offices;
- Maintains work orders, maintenance, and inspection records;
- Maintains tools and equipment;
- Performs basic HVAC maintenance and repair;
- Monitors hydronic fluid temperature outside work hours;
- Regularly operates a county vehicle;
- Must be reliable and arrive to work on time.
- Maintains cooperative working relationships with elected officials and employees on a consistent basis.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:

- High school diploma or equivalent;
- Valid Idaho Driver's License;
- Ability to read and interpret technical manuals, blueprints, and diagrams;
- Mechanical aptitude;
- Strong time-management skills;
- Ability to learn to operate power and hand tools;
- Ability to operate a motor vehicle;
- Knowledge of construction methods;
- Basic computer skills;
- Ability to speak clearly and communicate accurate information to others;

- Ability to detect and suggest corrections to inferior or deficient design, workmanship, materials and other hazards in an on-site inspection;
- Ability to maintain accurate computerized and hard copy files;
- Strong verbal and written communication skills;
- Ability to listen for understanding;
- Able to articulate ideas in the English language;
- Ability to work as part of a team;
- Good judgment and problem-solving skills;
- Ability to maintain a professional demeanor;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to demonstrate integrity and ingenuity in the performance of tasks and solving problems.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use a ladder, work within tightly enclosed areas, handle materials and manipulate tools. This position will use hands and reach with hands and arms. The employee must (occasionally or frequently) lift and/or move up to 50 pounds and, infrequently, up to 100 pounds with assistance. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus to comprehend written work instructions; work orders, blueprints and diagrams, technical documents, dials, gauges, and to move through unfamiliar buildings and rooms. Sufficient clarity of speech and hearing abilities required by this position includes those which permit the employee to discern verbal instructions, communicate effectively in person and by telephone and discern warning and safety alarms. While performing the duties of this position, the employee works in an indoor or outdoor environment where the noise level in the work environment is usually moderate.