**Elmore County**

**Class Specification**

**Maintenance Specialist**

Class Code Number: 182 Pay Grade: 7

FLSA Designation: Covered/Nonexempt Effective date: March 2020

**General Statement of Duties**

Performs a variety of journeyman level skilled maintenance tasks requiring skills in areas of carpentry, refrigeration, plumbing, electrical, and painting for general grounds of all County facilities; performs related work as required.

**Classification Summary**

The principal function of an employee in this class is to perform skilled work associated with the construction, repair and maintenance of the County’s buildings and facilities, including the wiring and installation of card accessible locks and controllers, and phone systems. The work is performed under the supervision of the Building Maintenance Supervisor. The principal duties of this class are performed in an outdoor environment which may involve adverse weather conditions and related hazards. Building maintenance duties are performed independently, using skills brought to the job and are accomplished in accordance with Building Code standards and other applicable requirements. Grounds maintenance duties are performed according to established routines and procedures and are repetitive in nature.

**Examples of Work** (Illustrative Only)

**Essential Duties and Responsibilities**

* Repair and maintain physical aspects of County buildings and facilities such as fixtures, window and door frames, woodwork, minor electrical connections, air conditioning, electrical motors, circuits, wires, outlets, etc.;
* Repair, replace, and install plumbing fixtures and appliances;
* Install low voltage wiring for door, computer and phone systems;
* Troubleshoot wiring and other electrical problems;
* Design, dig, frame, pour and finish concrete work;
* Lift and move furniture within and between buildings;
* Provide remodeling services requiring carpentry skills;
* Frame, sheetrock, tape, finish and paint walls using standard practices; adhering to building code standards;
* Install replacement or new windows and doors;
* Perform the duties of a custodian as needed; cleans windows as required.
* Perform preventative maintenance duties such as changing filters and lubricating equipment;
* Responsible for heating/cooling diagnosis and problem-solving under supervision of the Building Maintenance Supervisor;
* Perform journey level preventive maintenance on facility systems and equipment;
* Perform general grounds care and assists in snow removal as needed;
* Spray and apply treatments to lawns, shrubs and trees;
* Operate light and heavy equipment for various projects;
* Perform general repair and preventive maintenance on small motors and engines; service and repair grounds care equipment such as mowers, trimmers, sprinkler systems;
* Maintain work areas in an appropriate level of cleanliness;
* Respond to citizens’ and County employees’ questions and comments in a courteous and timely manner;
* Perform all work duties and activities in accordance County policies, City ordinance and building code, and other applicable procedures and safety practices.

**Other Duties and Responsibilities**

* Perform other related duties as required.

**Required Knowledge, Skills and Abilities**

Knowledge of:

* The standards, methods, materials, tools, equipment and safety processes used in the electrical, plumbing, HVAC, and carpentry trades and crafts;
* Equipment and supplies used in performing grounds maintenance and janitorial duties;
* Operation of heavy equipment including backhoe, and forklift;
* Occupational hazards and safety precautions involved in general building, maintenance work and equipment operation;
* Customer service methods and techniques.

Ability to:

* Perform general building maintenance and repair work involving plumbing, carpentry, mechanical, and electrical skills;
* Perform wiring duties for phone, computer and door systems;
* Perform grounds maintenance duties, including spraying and applying lawn chemicals;
* Perform janitorial duties as needed;
* Understand and execute oral and written instructions and to read and understand building and equipment diagrams and maintenance instructions;
* Operate heavy equipment appropriate to assigned duties safely;
* Work independently or cooperatively as a member of a team to complete work on schedule and according to quality control standards;
* Identify and recommend improved methods of performing the work;
* Establish and maintain effective working relation­ships with supervisor, co-workers, building occupants, and the public;
* Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
* Operate a personal computer using standard or customized software applications appropriate to assigned tasks;
* Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures;
* Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
* Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

* High school diploma or equivalent general educational development (GED) certification;
* At least four years of building maintenance experience in several trade and craft areas, or
* Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Special Qualifications**

* Valid Idaho Driver’s License
* Ability to successfully pass a full background check

**Essential Physical Abilities**

* Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
* Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to evaluate maintenance needs and perform journey level skilled work in a variety of areas including carpentry, plumbing, heating, etc.
* Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate tools, materials and equipment involved in maintenance activities;
* Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in indoor and outdoor conditions, and to perform physically demanding duties common to the maintenance trade, including lifting and moving heavy objects, stooping, reaching, entering confined spaces, bend, stoop, reach, and work safely from ladders, etc., and must be able to lift and carry 50 pounds safely.