



# Facilities Maintenance Specialist I

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 719  
Supervisory: No  
Reports to: Maintenance Supervisor

### Summary

Under close to general supervision of the Maintenance Supervisor, performs semi-skilled and skilled building maintenance, various construction activities, and needed repairs to Utah County owned or operated physical facilities.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform general building maintenance activities for Utah County owned or operated physical facilities.
2. Perform apprentice level electrical and plumbing maintenance and repair functions; repair and maintain plumbing, heating, and air conditioning systems; assist in maintaining chemicals in boilers, chillers, air handling equipment, and evaporative air conditioners; maintain pumps and motors; replace light bulbs and air filters.
3. Complete general and emergency work order requests; purchase necessary parts and materials.
4. Use county work order system to receive and complete demand work orders and preventative maintenance work orders following proper practices and policies.
5. Install building equipment.
6. Operate light equipment.
7. Assist with construction and remodeling projects.
8. Support office and furniture moves.
9. Install, maintain, and repair furniture.
10. Assist with preparing facilities for scheduled events and activities.
11. Respond to emergency situations on an on-call basis when assigned.
12. Coordinate assignments with other maintenance personnel.

### For Office Use Only

Job Code: 7876  
Job Title: Facilities Maintenance Specialist I  
FLSA: Non-Exempt  
Effective Date: 9/29/2023  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

### **Knowledge, Skills, and Abilities**

- Knowledge of the basic principles and practices of building maintenance
- Knowledge of general electrical repairs
- Knowledge of general plumbing repairs
- Knowledge of general heating, ventilation and cooling systems (HVAC), boilers, chillers, swamp coolers, and cooling towers
- Knowledge of construction methods and building codes
- Knowledge of reading, comprehending, and implementing blueprints and building plans
- Knowledge of basic pest control
- Skilled in interpersonal communications
- Skilled in basic reading, writing, and math
- Skilled in operating personal computers, including basic software such as Microsoft Office
- Skilled in operating basic hand tools and equipment used in routine building maintenance
- Skilled in troubleshooting and problem-solving
- Skilled in performing electrical, plumbing, cooling, heating, and general maintenance and repairs
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to understand and follow written and verbal instructions and ask job-related questions
- Ability to communicate effectively verbally and in writing
- Ability to understand and follow safety procedures
- Ability to effectively navigate a dynamic workload with changing deadlines and priorities

### **Supervisory Responsibility**

This position has no direct supervisory responsibility.

### **Work Environment**

This job operates in a professional office environment but is regularly performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. This position exposes incumbent to conditions such as fumes, noxious odors, bodily fluids, dusts, mists, gases, poor ventilation, electrical hazards, and to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Incumbent may be exposed to hazardous chemicals, unknown, dangerous, and/or life-threatening conditions. This job requires the use of protective devices as per appropriate standards such as OSHA and other governing bodies. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate to loud. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

For Office Use Only

Job Code: 7876

Job Title: Facilities Maintenance Specialist I

FLSA: Non-Exempt

Effective Date: 9/29/2023

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate equipment, tools, and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. Occasionally, the employee will be required to work at various heights, on ladders, on various lifts, and in confined spaces. The employee is required to type, file, and lift office supplies and equipment up to fifty (50) pounds. The employee regularly drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening, weekend, and holiday work may be required as job duties demand to support operation and maintenance of physical facilities. Incumbent will be expected to be on-call on a rotational basis.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. Associate degree or apprenticeship in facility maintenance, trades or other related fields or two (2) years of work experience in facility maintenance and repair.
2. Equivalent combinations of education and experience may also be considered.

### **Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants must obtain the following certifications during the probationary period for new hires or the trial period for promoted county employees and must maintain certifications during employment. Selected applicants or county employees may be required to obtain additional certifications as directed.
  - a. Forklift Certification
  - b. CPR Certification
  - c. Complete a defensive driving course
  - d. Confined Space Training
  - e. Trench safety course
  - f. Completion of one (1) or more of the following classes/certifications:
    - i. State of Utah Fire Extinguisher Technician Certification

#### For Office Use Only

Job Code: 7876

Job Title: Facilities Maintenance Specialist I

FLSA: Non-Exempt

Effective Date: 9/29/2023

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

- ii. State of Utah Commercial Driver's License (CDL)
- iii. Certified welder
- iv. Niagara and/or Delta Building Control Certificate
- v. Type I, II, III, or Universal EPA CFC Certification and Utah State Natural Gas Certification
- vi. Access Control Inet Certification
- vii. Fire Alarm System Tech
- viii. Automatic Fire Sprinkler System Tech
- ix. HVAC Water Treatment Class with six (6) months of supervised water treatment of county equipment at satisfactory standards
- x. Remote Pilot Certificate with a small UAS Rating
- xi. Other applicable job certifications as approved or required by Supervisor and Division Manager

### **Career Ladder Advancement**

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

### **AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

#### For Office Use Only

Job Code: 7876

Job Title: Facilities Maintenance Specialist I

FLSA: Non-Exempt

Effective Date: 9/29/2023

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions, and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

Job Code: 7876

Job Title: Facilities Maintenance Specialist I

FLSA: Non-Exempt

Effective Date: 9/29/2023

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor