

**Walla Walla County
Position Description**

JOB TITLE: Facilities Building Technician

DEPARTMENT: Facilities Maintenance

REPORTS TO: Facilities Maintenance Manager

PAY GRADE: 1, Full-time (40 hours/week), Benefits Apply, Courthouse Union

JOB SUMMARY: The employee in this position will work both indoors and outdoors doing maintenance, cleaning, and maintaining grounds and facilities. The employee will be expected to work on an individual basis and also with other employees on larger maintenance and special projects. Employees in this position work under the supervision of the department facilities manager, who will direct and determine all duties and schedules required for this position.

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:

- General maintenance, cleaning, and maintaining of grounds and facilities.
- Complete basic plumbing issues; unplug toilets, leaking pipe, sinks and/or toilets and other related fixtures within each building.
- Provide regular lawn and landscape maintenance: including mowing, trimming, fertilizing, trimming shrubs, raking and removing debris from grounds and walkways at county facilities and lands.
- Secure all doors, windows, entry and exits, all other alternative egresses to buildings when closing the building after working hours each day.
- Keep all sidewalks, entrances and exits, and other areas of the exterior of the buildings, free of hazards, debris, snow, water, or any other foreign materials by removing these items on a scheduled basis.

EXAMPLE OF DUTIES:

- Cleaning and disinfecting all toilet bowls, urinals, wash basins, sinks, stalls, walls, mirrors and floors in all restrooms within each building.
- Sweep, dust mop, or vacuum all floor surfaces and carpets within each building.
- Clean all entry glass doors, interior and exterior glass windows and like surfaces within each building.
- Empty all trash containers and recycling receptacles on a daily basis within each building
- Supply and refill all paper: toilet, towels, seat covers and; soap and cleaning products within each building.
- Replace and repair all light fixtures, bulbs, tubes, and ballast as needed within each building.
- Replace and or repair windows, tiles, doors, and ceiling tiles and fixtures on interiors and exteriors of each building.
- Clean and polish woodwork, brass, walls, blinds and other areas as needed within each building.
- Prepare, tape, remove old paint, and repaint or stain interior and exterior surfaces within each building.
- Responsible to make sure all areas, interior and exterior, are safe and available to be used by the employees and the general public.
- Cover the duties of other employee (s) if they are not able to work due to sickness, and/or other acceptable excuses.
- Strip, buff, wax and deep clean all floor surfaces on a regular basis as determined by the manager within each building.

EQUIPMENT TO BE USED: Employee must be able to use all equipment need to complete tasks; including but not limited to the following: brooms, vacuums, mops, buffers, mowers, power blowers, edger, clippers, shovels, rakes, power tools and all hand tools in a safe manner.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES: The employee's work will be performed indoors and outdoors in various weather conditions. Employee must be able to climb ladders, lift up to 50 pounds, bend, reach, walk, and stand for extended periods of time in completing tasks related to the job duties. Employee may be required to use and wear safety equipment, including but not limited to; gloves, glasses, shoes, and/or other protection as needed for the working condition, environment, or cleaning element. Employee must have the physical strength to withstand strain of performing repetitive manual tasks for an extended period of time.

KNOWLEDGE AND ABILITIES:

- Knowledge of cleaning and maintenance procedures in a safe manner.
- Knowledge of basic repairs and operation of all tools to complete the repairs.
- Ability to perform repairs in a timely manner.
- Knowledge of the proper use of cleaning materials, equipment, waxes and polishes to complete the job duties.
- Ability to understand and follow both written and oral direction to complete job duties.
- Ability to make decisions in the proper use, care and maintenance of cleaning and grounds maintenance equipment.

EDUCATION AND EXPERIENCE: High School Diploma or equivalent required. Education and training in maintenance and the knowledge and abilities listed in the above section are highly desirable for this position.

LICENSES AND OTHER REQUIREMENTS:

- Must successfully pass a background check and a driving record check.
- Must successfully pass a fingerprinting test.
- Employee is required to have and maintain a valid driver's license and have a current and past driving record that is acceptable to the county insurance carrier.
- Have or obtain a First Aid/CPR certification.
- Satisfactorily pass a comprehensive, in-depth background investigation that shows no criminal activity that could directly affect the ability to perform the job.
- Employees in this position must be self starters and work well independently to complete job duties and required tasks while adhering to guidelines, policy and procedure set by Walla Walla County.
- Employee may be required to complete a drug test prior to being hired for this position.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.