



# LARAMIE COUNTY

## JOB DESCRIPTION

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<b>TITLE:</b>	Building Maintenance Technician	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Building Maintenance or Sheriff	<b>REVISED:</b>	

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**Summary:** Under general supervision, and depending on area of assignment, performs skilled labor in the repair and maintenance of County facilities; building maintenance tasks include carpentry, plumbing and electrical work.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Performs routine building maintenance tasks involving carpentry, painting, plumbing, electrical and mechanical work; operates hand and power tools.
- Performs preventive maintenance and component replacement on mechanical, electrical and plumbing systems and equipment.
- Performs maintenance checks and special projects on equipment and facilities.
- Performs miscellaneous painting, repairing and replacing of locks and door closers.
- Utilizes proper safety precautions in all work performed; reports problems and emergency situations.
- Cleans up spills and unsanitary conditions when they occur.
- Identifies equipment needs for each assigned project; orders supplies as needed.
- May maintain vehicles and equipment.
- Performs other duties as assigned or required.

### Knowledge and Skills:

- Knowledge of County policies and procedures.
- Knowledge of city, state and OSHA guidelines.
- Knowledge of methods, techniques and tools used in the building trades.
- Knowledge of safe work practices, principles and techniques.
  
- Skill in performing building maintenance and repair work.
- Skill in operating and maintaining tools and equipment in a safe and effective manner.
- Skill in reading and interpreting basic diagrams, blueprints and schematics.
- Skill in remaining alert and maintaining security protocols when working in Detention Facility.
- Skill in effectively communicating verbally and in writing.

### Minimum Qualifications:

High school diploma or equivalent; AND two (2) year's experience performing building maintenance, carpentry, electrical and plumbing duties; must have a valid driver's license.