



## **Facilities Maintenance Technician**

The Franklin County Maintenance Department is currently recruiting for the position of Facilities Maintenance Technician. An employee in this class performs a variety of building, facilities, and equipment maintenance and repair activities including electrical, carpentry, painting, plumbing and HVAC semi-skilled and skilled trade work. Work is performed on a large number of different styles of buildings or may be in a specialized facility where multiple trades work is required. Work requires significant independent initiative and advanced knowledge of trade practices and skills. Employee spends seventy-five percent or more of the time performing skilled trades tasks at the journey level. Work is performed under the general supervision of the Facilities Maintenance Director or immediate supervisor, and work is reviewed for lasting quality, effectiveness, appearance and functionality through conferences, inspections, and a review of records.

### **Duties and Responsibilities**

- Performs journey level trades construction and repair work in a variety of trades fields in the maintenance, repair and construction to buildings, facilities, and equipment.
- Checks heating, air conditioning, and refrigeration equipment for proper operation; monitors filters and temperatures; works with HVAC equipment on basic levels; coordinates with contract services as needed.
- Maintains surplus property records for the County and coordinates the pickup, storage, and distribution of outgoing equipment.
- Repairs and maintains interior and exterior lighting; installs and replaces electrical fixtures; repairs electrical heating and air conditioning equipment; installs and repairs switches and outlets; runs wires and installs electrical wiring and fuse boxes; sets light timers as needed; repairs specialized door locks.
- Repairs, remodels and/or replaces building structures and offices, and performs a variety of skilled carpentry tasks; hangs, replaces, or repairs walls, cabinets, doors, windows, decks, etc., patches holes; and fabricates or repairs office furniture and cabinets.
- Performs plumbing work; repairs and maintains plumbing fixtures; unstops drains; installs valves, toilets, and urinals; repairs leaks to toilet and kitchen plumbing fixtures.
- Installs ethernet and computer cables and related equipment.
- Paints a variety of surfaces, prepares exterior and interior surfaces, scrapes, applies putty and caulking, replaces sheet rock or repairs holes; uses power washer and solvents on outside walls and walkways; selects paint type based on type of walls; applies paints, varnishes and stains using variety of rollers, brushes, and other painting equipment; cleans equipment; selects and purchases paints, stains, and supplies.
- Performs renovation work; removes and replaces walls; builds wall frames, doors, and windows; and installs sheet rock and applies mud to joints.
- Changes and repairs electrical motors, controllers, and other electrical equipment.
- Assists in routine maintenance duties a limited percentage of time; replaces light bulbs, ballasts, or whole light fixtures; assists in moving and storing furniture, cabinets, beds, food items; works with contractors; loads and delivers voting equipment.

- Performs grounds keeping duties around assigned buildings; trims shrubs, rakes leaves; picks up trash; spreads mulch; removes snow and ice; runs a weed eater and mower; assist in other maintenance support as needed.
- May fill in and participate with custodial duties in the absence of the custodian or as needed to maintain the cleanliness of the facilities.
- Notes and reports all issues found during building inspections and immediately make quality repairs if needed or follow up and return to make repairs when scheduling permits.
- Assists other departments as needed during natural disasters; assists with shelter setup during emergencies after-hours or during inclement weather.

#### Additional Job Duties

- Must be able to work call back or after-hour emergencies; may participate in on-call schedule as needed; works at after hour events as needed.
- May be requested to obtain training in specialized trades (i.e., electrical, HVAC).

#### Knowledge, Skills and Abilities

- Journey level knowledge of the principles and techniques of the various skilled trades required of the position.
- Thorough knowledge of the methods, tools, and equipment used in the assigned trades.
- Thorough knowledge of safety regulations, occupational hazards, and related safety precautions in the work.
- Skill in the use and care of assigned tools and equipment.
- Ability to diagnose and repair problems and plan and organize appropriate corrective action.
- Ability to understand and follow oral and written instructions.
- Ability to exercise independent initiative.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and other County employees.
- Ability to carry out effective principles of first level supervision to other maintenance workers.
- Ability to communicate by phone or email.

#### Desirable Education and Experience

High school diploma supplemented by course work in varied technical or trade skills and journey and advanced level experience in the assigned building trades, or an equivalent combination of education and experience.

#### Special Requirement

- Must possess an appropriate valid North Carolina driver's license upon hire.
- Completion of Defensive Driving training, HIPPA training, First Aid and CPR training, SDS training, Chemical Use training, Ladder and Scaffolding training, Hand Tools training and Safety and Health training within six months of employment.
- May be asked to obtain a NC Pesticide Applicator license.

**Work Location:** Louisburg, NC

**Hiring Salary Range:** \$39,322 - \$41,288 **\*Salary commensurate with experience\***

**Position Salary Range:** \$39,322 - \$60,948

**Closing Date:** Open Until Filled; First Application Review December 17<sup>th</sup>, 2021

**How to Apply:** Visit <https://www.franklincountync.us/employment-opportunities/employment-center> to complete an electronic application or to obtain a printable application.

*Franklin County is an Equal Opportunity Employer.*

*The County prohibits discrimination based on race, sex, color, creed, national origin, age, or disability.*

*Pre-Employment Drug Screen and Criminal Background Screening are required.*