

# KENDALL COUNTY CLASS SPECIFICATION

## FACILITIES TECHNICIAN

---

### GENERAL SUMMARY

Under general supervision, the purpose of the position is to assist the Facilities Manager in the maintenance of all Kendall County buildings. Employees in this classification are responsible for performing preventative maintenance on buildings and repairing buildings and systems of structures.

### EXAMPLES OF ESSENTIAL FUNCTIONS

#### **Duties may include but are not limited to the following:**

Repairs county owned buildings; repairs various systems including plumbing, electrical, structural, heating, and cooling.

Operates various hand and power tools used in building maintenance.

Purchases materials to complete repair jobs and purchases cleaning supplies for janitorial services and stocks janitorial closets.

Checks fire extinguishers; checks and changes air conditioning filters.

Installs and removes holiday decorations.

Moves offices, furniture, fixtures, boxes, filing cabinets and office equipment as needed.

### EXPERIENCE AND TRAINING

High school diploma or GED; supplemented by one to two years previous experience or training that includes facilities and building maintenance and repairs.

### LICENSES AND CERTIFICATIONS

Must possess valid driver's license.

### KNOWLEDGE, SKILLS AND ABILITIES

#### **Knowledge of:**

- Maintenance and repair of various building and facilities systems.
- Correct English usage and grammar.

**Ability to:**

- Communicate verbally and in writing so as to allow comprehension by receiving party.
- Understand and exchange information with supervisors and co-workers when receiving assignments and instructions.
- Communicate and interact with vendors and other county departments.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders.
- Use building maintenance equipment and chemicals.
- Operate a motor vehicle.
- Exert heavy physical effort involving objects and materials of 50 pounds and sometimes up to 100 pounds in various environments and weather conditions.

Kendall County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.