



# NAVAJO COUNTY

## JOB DESCRIPTION

**TITLE:** Facilities Maintenance & Construction Technician

**FLSA:** NE

**SERVICE:** Classified

**REVISED:** 8/24/05

**Summary:** Under general supervision, performs technical work of routine difficulty in facilities maintenance and operations; performs related work as assigned.

**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 duties as helper for various craft workers, such as assisting with electrical, plumbing, gas, waste, and HVAC systems repairs and construction for County facilities and constructing County buildings under the guidance of skilled trades' journey workers.
- Repairs steel or wood buildings, construction and fixtures of a minor nature such as switching gears, replacing plumbing, roughing in carpentry, laying blocks and concrete, or changing and installing locks.
- Loads and unloads materials.
- Operates tools and miscellaneous equipment.
- Inventories supplies necessary for building repair and maintenance work.
- Recommends and requests the purchase of necessary supplies and equipment.
- Supervises and directs work of inmate work crews and provides security of inmates.

### Knowledge and Skills:

- Knowledge of basic hand and power tools operation.
- Knowledge of occupational hazards and required preventative measures.
- Knowledge of the operation of a variety of construction/maintenance equipment in the light to heavy category.
- Skill in effectively communicating verbally and in writing
- Skill to establish and maintain effective working relationships with employees, other agencies and the public.

### Minimum Qualifications:

High School Diploma or G.E.D.; AND three years building trades experience; OR equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.