

Madison County, Virginia
Application Instructions
October 12, 2018

Facilities Maintenance Technician

Madison County, Virginia is accepting applications for a full-time Facilities Maintenance Technician. Information on Madison County, this position and the application procedures can be found at <https://www.madisonco.virginia.gov/>. Applications are due by November 12. EOE

Following is supplementary information on this position and application instructions for all interested individuals.

The successful Facilities Maintenance Technician candidate will align with the attached position description.

This is a new full-time position that is eligible for VRS retirement, Local Choice (Blue Cross/Blue Shield) health insurance benefits, and holiday and vacation/sick leave. County personnel policies can be viewed [here](#). The pay rate will depend upon the qualifications of the individual selected.

Work is expected to be primarily project and work-order based and will necessarily include coverage for other departmental personnel (i.e. janitorial, being on-call 24/7, grounds maintenance, etc.). The individual will be expected to operate independently with minimal supervision. Creation and maintenance of work plans, tracking of time and documentation of accomplishments and infrequent use and operation of computers and electronic devices will be required.

The County will give preference to applicants that have appropriate experience and good people skills.

Applicants are to complete Madison County application form available [here](#) and return it to Facilities Maintenance Technician; %Jacqueline Frye; P.O. Box 705; Madison, VA 2272. Resumes (and limited additional relevant documentation) are encouraged and will be accepted but will not be considered a substitute for a completed application form. Applications will be reviewed on the basis of apparent qualifications. Unqualified individuals will not be considered. General inquiries by the applicant via telephone or in person are discouraged.

All applicants are expected to be high school graduates and possess a valid driver's license. All applicants must be able to pass a drug screen and background investigation.

Facilities Maintenance Technician

Dept/Div: Facilities

FLSA Status: Non-Exempt

General Definition of Work

Performs routine semi-skilled work maintaining County owned buildings, grounds, facilities, and equipment, assists in providing or obtaining cost estimates for repairs, installations, and maintenance work, may serve as division-level manager of buildings/facilities or Transfer Station operations as needed, and completes other related work as apparent or assigned. Work is performed under the supervision of the Facilities Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Performs semi-skilled mechanical, construction, light carpentry, landscaping, and turf management duties.

Operates power and shop equipment as necessary.

Operates mowing and trimming equipment with related implements.

Performs plumbing and electrical installations, repairs, and maintenance as necessary.

Facilitates the pick-up and disposal of trash and litter for County buildings as needed.

Pushes snow, cleans walkways, and spreads ice-melting mix as needed.

Performs custodial duties and prepares facilities for special events as necessary.

Operates and maintains motor fleet, trailers, and mowing equipment.

Loads and unloads dirt, timber, chemicals, refuse, and other materials as necessary.

Ensures maintenance contracts are performed and completed as specified.

Responds to heating and cooling requests for the County as necessary.

Assists in providing or obtaining cost estimates for repairs, installations, and preventative maintenance.

Prepares reports documenting time and expenses by location and/or cost center for all departmental activities.

Performs related tasks as required.

Knowledge, Skills and Abilities

Thorough knowledge of standard office practices, procedures, equipment and program assistance techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of how to conduct maintenance and repairs on building facilities and equipment; skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; skill in the operation of department relevant equipment such as mowers and plows both effectively and safely; ability to keep detailed and complex records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to type at a reasonable rate of speed; ability to prepare reports and other types of correspondence; ability to operate standard office equipment and personal computers including some knowledge of applicable software packages; ability to post accounts and perform mathematical computations with speed and accuracy.

Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

Physical Requirements

This work involves a substantial amount of physical activity both in indoor and outdoor settings for extended periods of time including lifting and carrying items weighing up to 50 pounds, with occasional lifting of items weighing over 100 pounds; work regularly requires sitting, speaking, or hearing and using hands to finger or feel, frequently requires standing, walking and reaching and grasping with hands and arms in occasional repetitive motions; work has standard vision requirement; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and at high-noise levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has frequent exposure to adverse environmental conditions such as heat, rain, and snow; work can be both in a moderately noisy location (e.g. business office, light traffic) and in a highly noisy location (e.g. on mower or when using other loud equipment); work environment exposes employees to potential injuries relating to physically demanding work and equipment.

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Virginia Pesticide Applicator License (to be acquired within 12 months of hiring).