



King William County Maintenance Technician

SALARY	\$30,467.00 - \$38,950.00 Annually	LOCATION	King William, VA
JOB TYPE	Full-Time	JOB NUMBER	062223
DEPARTMENT	Facilities & Maintenance	DIVISION	FACILITIES TECHNICIAN
OPENING DATE	06/22/2023		

General Description

This is a skilled position. The incumbent performs routine tasks to repair and maintain grounds, equipment, facilities, and systems in County buildings. Performs other related duties as directed. Work is performed with a moderate degree of latitude for independent judgment and action. Periodic evening and weekend work may be required. The Maintenance Technician reports to the Facilities Director.

Essential Functions

- Completes daily repairs and preventative maintenance to County facilities and buildings.
- Light landscaping duties to include, but not limited to, applying weed killer and trimming shrubs, hedges, evergreens, and ornamental trees.
- Monitor and evaluate contractor performance of duties including but not limited to, grounds keeping, HVAC, electrical, plumbing, carpentry, roofing, etc. and report to supervisor.
- Interact with and support outside vendors and contractors.
- Complete work orders for corrective maintenance in a timely manner.
- Perform corrective and preventative maintenance on plumbing fixtures (i.e. replace bobber, float, handle, or any other internal parts of a toilet; unclog drains, and remove and replace toilet, sinks, faucets, drains, etc.)
- Perform corrective and preventative maintenance on electrical devices/fixtures (i.e. diagnose, repair and/or replace issues with smoke detectors, thermostats, light fixtures, ceiling fans, outlets, light switches, etc.)
- Perform light carpentry duties (i.e. remove and replace exterior and interior doors, hang cabinets, repair minor water damage to sheetrock, etc.)
- Perform interior and exterior surface painting and related preparation and clean-up.
- Interact with employees and citizens in a courteous and professional manner at all times.
- Use knowledge and experience to recommend future improvement projects.
- Determine need to report observed safety or health issues to supervisor.
- Maintain knowledge of building and fire prevention, health and safety requirements.
- Performs periodic testing of diesel generator equipment and fire protection systems.
- Completes routine maintenance tasks such as machinery cleaning, plumbing repairs, lighting/filter replacement, and painting.
- Participate in inspections of real property and grounds.
- Delivers and relocates office furniture as needed.
- Performs related work as assigned.

Knowledge, Skills, and Abilities

The successful candidate will be able to rely on extensive on-the-job training and experience to accomplish work.

Employee must possess the ability to demonstrate effective attention to detail. Strong customer service skills are required to establish and maintain trusting professional relationships with a diverse group of individuals including clients, employees, visitors, and business associates. Confidentiality of any information heard while working must be maintained. The ability to generate comprehensible written (email, text message, letter, etc) and verbal (face-to-face and telephone) communication required. The ability to read and comprehend work orders, assembly and repair manuals, emails, invoices, etc. is necessary. Independent decision making and work skills are required. The ability to handle a variety of tasks autonomously with status updates to supervisor is required. The ability to operate computerized equipment is desired.

PHYSICAL REQUIREMENTS:

This is physical work requiring exertion in excess of 100 pounds occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force regularly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, fingering, feeling, and repetitive motions; frequent work on ladders, occasional work from lifts or other heights; 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; visual acuity is required for depth perception, night vision, peripheral vision, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions.

Education, Training, and Experience

High school diploma required with additional training in a technical program preferred. Previous work-related experience desired. Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Must possess and maintain a valid Virginia Driver's License (job-related driving of County vehicles is required).

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All King William County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

****Potential candidates will be required to complete drug testing, DMV and background screening.**

The foregoing is intended as a general description of job responsibilities and performance expectations and does not constitute a contract for employment between the employee and the County of King William, Virginia.

Agency

King William County

Address

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(804) 769-4968

Website

<http://www.kingwilliamcounty.us>