

**FACILITIES MAINTENANCE TECHNICIAN I
COLUMBIA COUNTY, WI**

DEPARTMENT: FACILITIES MANAGEMENT DEPARTMENT

POSITION DESCRIPTION

I. Position Summary

This skilled position in the Columbia County Facilities Management Department in a maintenance classification under the supervision of the Director of Facilities Management.

II. Essential Duties and Responsibilities.

Responsible for the care and maintenance of facilities that are under the care of the Facilities Management Department, vehicles and other equipment and small tools as directed. Perform maintenance, winter snow plowing, general labor, and any other assigned duties including, but not limited to:

1. Responsible in all facets of building repair maintenance, landscaping, and minor custodial duties.
2. Checks all equipment and perform needed repairs on equipment and buildings.
3. Replace defective electrical switches and other fixtures.
4. Paint, repair woodwork, plumbing fixtures, drywall, carpet tile and other flooring.
5. Re-lamping lights, mow lawn, snow removal, and hedge trimming duties.
6. Performs mechanical and electrical repairs on equipment.
7. Picks up parts and installs or assists in the installation of parts; moves furniture, file cabinets and other office equipment.
8. Cleans various parts of the buildings boiler room and mechanical rooms.
9. Assists Management with preventative maintenance inspections and record keeping functions of the department.
10. Performs related functions and tasks as assigned.
11. Compliance with Federal, State, and County drug and alcohol laws and policies, other duties as assigned by the Facilities Management Department.

Responsible for the care, maintenance, inventory and safety of all assigned equipment. This includes keeping it clean, neat, and in safe operating condition. Report any deficiency, malfunction, or equipment damage to Director immediately.

III. Materials and Equipment Used

General Maintenance Tools and Equipment	General Office Equipment
Trucks (plows, salters)	Skid Steer
Tractors, Mowers, Snow Blowers	Fork Lift/Scissor Lift
Motorized Vehicles/Equipment	Brush Cutter
Chain Saws, Leaf Blowers, Weed Eater	Power/Air Tools
Paints, stains, disinfectants, cleaning solutions, solvents, road salt, asphalt, etc.	

IV. Knowledge, Skills, Licensure and Experience Required

1. Education requirements
 - Associate Degree from an accredited technical school in heating, air conditioning and/or electronics and a minimum of two (2) years of maintenance work OR
 - Course work in air conditioning and refrigeration, basic industrial mechanics, electronic instrumentation and/or other related courses and a minimum of three (3) years of maintenance work OR
 - Minimum of four (4) years of responsible maintenance work in commercial building maintenance, industrial or manufacturing maintenance.
2. Basic computer knowledge of Microsoft Outlook, Excel and Word.
3. Basic knowledge of electronic work order systems.
4. Basic knowledge and understanding of building automation systems.
5. Knowledge of maintenance and repair of air conditioning, heating and electrical systems
6. Ability to work with a minimum of supervision and to adhere to prescribed procedures readily and learn assigned tasks readily.
7. Ability to maintain accurate and complete accounts of usages
8. Ability to develop and maintain effective working relationships with the general public and with other members of the staff and with other departments.
9. Ability to assist in all facets of department operations.
10. Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations.
11. Knowledge of safe work practices
12. Valid Wisconsin Driver's License.
13. Expected to maintain automobile liability insurance.

V. Physical Requirements

1. Ability to lift/carry 50 Pounds and push/pull objects at least 125 pounds.
2. Visual acuity.
3. Good manual dexterity of hands and fingers.
4. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking.
5. Frequent exposure to nature and the elements (such as heat, cold, dust, pollen, sun, rain, snow, ice, wind, animals, bees, etc.).
6. Ability to communicate orally in a clear manner.
7. Able to hear normal conversation.
8. Ability to work from ladders, scaffolding and powered lifts.
9. Ability to identify a confined, dangerous, or hazardous space and use common sense to avoid workplace hazards.

VI. Special Requirement

Person must be available nights, holidays and weekends during snowstorms or other emergencies. Must carry County provided Phone and be accessible at all times for emergency situations. Required to be On-call, weekends, weekdays, holidays, or as required.

Background and reference checks will be conducted for final selection of candidates. Upon employment finger printing will be required.

VIII. Other Information

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct and control the work of employees under supervision. The county retains and reserves any and all right to change, modify, amend, add to or delete from any section of this document as it deems in its judgement to be proper.

1/2025