



**Teton County Commissioners**

**JOB OPENING:**

**Facility Maintenance Supervisor/Engineering Tech**  
*(this is a dual responsibility position)*

Teton County needs a FACILITY MAINTENANCE SUPERVISOR to take responsibility for county facilities, budgets and operational systems and oversee the custodians and contractors who provide routine maintenance. These duties will require 10-25 hours of work per week.

Teton County also needs an ENGINEERING TECHNICIAN to provide technical and administrative assistance to the Public Works Director for 10-25 hours per week.

These two jobs have been combined in order to create a single, full-time position with county benefits. The actual division of time will vary from week-to-week and from season-to-season, which will make the job extremely diverse and interesting. Persons proficient in the skills required for just one part of this combined job will be considered for the entire job if they possess the ability and desire to be trained for the other part of the job.

The position will involve a 40-hour work week, Monday-Friday with some on-call responsibilities. The salary range is \$19-22 per hour, depending upon qualifications.

The following pages contain detailed descriptions of both positions.

Please submit your resume, accompanied by a completed "Application for Employment." Applications will be accepted through July 30, 2015.



## **Class Title: Facility Maintenance Supervisor Pay Grade: 7**

**FLSA Designation: Covered**

**Established: 7-2015**

**Revised:**

### **Class Summary/Primary Function**

The primary function of an employee in this class is to perform and manage custodial and building maintenance and repair of public buildings and operational systems including HVAC heating and cooling systems, fire alarms and pulls, fire sprinkler systems, and security camera and door systems. The position supervises a regular custodian position and contractors/vendors as needed. The position reports to the Public Works Director but work is completed independently. The principal duties of this class are performed indoors and outdoors in all weather conditions in a public building environment and include use of electrically powered cleaning equipment and cleaning substances that may involve related hazards. This position is on-call for after hours emergencies and winter snow removal.

### **Essential Duties and Responsibilities**

- Monitor and maintain county buildings, systems and grounds;
- Monitor and administer building and grounds budgets for all County properties;
- Conduct regular inspections of all buildings, grounds and mechanical areas, make repairs as necessary and/or contract vendors as needed;
- Assign and supervise the Custodian work;
- Conduct routine inspections of Sheriff's Department holding cells to maintain mechanical, plumbing and security aspects;
- Respond to County employee requests for repairs and adjustments;
- Oversee landscaping and snow removal contracts;
- Work with the Public Works Director and Planning Administrator to develop long range capital improvements;
- Set up or arrange tables and chairs to prepare facilities for events, such as public meetings.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Move heavy furniture, equipment, or supplies, either manually or by using hand trucks.
- Make adjustments and minor repairs to heating, cooling, ventilating and electrical systems, including the maintenance and replacement of all filters as needed.
- Drive vehicles required to perform or travel to maintenance work.
- Maintain inventory of supplies or equipment needed for cleaning and maintenance duties.
- Maintain key and/or digital lock systems for all buildings
- Perform all work duties and activities in accordance with County policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- Performs other related duties as required.

### **Competency Requirements:**

Knowledge of:

- General trade repair and maintenance needs, methods, materials, tools and standard practices of cleaning and maintaining public buildings;
- Effective supervisory techniques and methods;
- Preparation, use, and disposal of chemical cleaning agents;
- Appropriate use of cleaning agent for varied surface types;
- Safety procedures when cleaning and moving furniture.

Ability to:

- Oversee, manage, operate, maintain and perform repairs to facilities systems and grounds;
- Organize and oversee preventative maintenance schedules and reports for mechanical rooms and general facility maintenance;
- Work independently and manage own work schedule to complete tasks and assign and supervise the work of others;
- Respond after hours as needed for emergency calls;
- Develop and maintain effective working relationships with supervisor, fellow employees, community groups, elected officials, vendors and service representatives and the general public;
- Effectively perform routine maintenance on equipment and determine when and what kind of maintenance is needed;

### **Acceptable Experience and Training**

- High school diploma or GED, with supplemental trade school training is preferred;
- Two or more years experience in performing facility maintenance and repair duties including HVAC, minor plumbing and electrical, electronic systems and general carpentry; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of the job.

### **Special Qualifications**

- Must successfully complete in depth security background check (including the taking of fingerprints) due to having access to business offices and police department
- Valid driver's license to be able to drive company vehicles
- Must be at least 18 years of age

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, telephones, and safety warnings such as alarms and emergency warning sounds;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, drive a vehicle between facilities, inspect facilities and related equipment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a variety of cleaning devices including powered equipment, hand

- equipment and tools; and to make adjustments to equipment; to drive a motor vehicle;
- Sufficient strength to lift or move objects up to 50 pounds, maneuver powered cleaning equipment such as vacuums and scrubbers, stand or work on feet for long periods of time, and to adapt to and move between work stations and buildings;
  - Sufficient body flexibility and balance to perform equipment maintenance and repair operations which require repeated bending and stooping motions, including climbing and working on ladders and roofs;
  - Sufficient personal mobility, flexibility, stamina, and balance, with or without reasonable accommodation, which permits the employee to work in areas with only artificial light, to work within a tightly enclosed area such as closets and small offices, to work while exposed to unpleasant odors, to work in all weather conditions and with allergenic substances such as cleaning solutions and dust, and to work in a facility maintenance environment.



**Class Title: Engineering Technician**

**Pay Grade: 8**

**FLSA Designation: Covered**

**Established: 7-15**

**Revised:**

### **Class Summary/Primary Function**

The Engineering Technician supports the operations of the County Engineering Department. This is a technical job to assist with engineering design and drafting for public works capital improvement projects. The job includes basic engineering design, technical mapping and drafting responsibilities, data collection, analysis and technical reporting, permit application review, assisting with land surveys, and conducting on-site inspections of County construction projects. The work is performed under the direct supervision of the Public Works Director, but some leeway is granted for the exercise of independent judgment and initiative in carrying out the duties of the job. The principal duties are performed in a general office environment and field environment which may include exposure to adverse weather conditions and working in high traffic areas

### **Essential Duties and Responsibilities (will vary by assignment)**

- Supports the operations of the County Public Works Department by providing technical engineering assistance;
- Assists with engineering design and drafting for public works projects;
- Performs basic engineering design;
- Reviews permit applications for compliance;
- Assists with construction oversight and inspection;
- Performs research, data collection and analysis and prepares technical reports;
- Assists in the preparing evaluation criteria for road maintenance projects;
- Creates and maintains maintenance logs;
- Prepares, compiles and tracks traffic counts;
- Assists with storm run-off analysis and calculations;
- Assists Building Inspector as needed;
- Operates standard office equipment and personal computer using program applications appropriate to duties;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of departmental operations and activities.
- Responds to citizens' questions and comments in a courteous and timely manner;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- Performs other related duties as required.

### **Competency Requirements:**

Knowledge of:

- Basic civil engineering design, including proficiency in mathematics and measurements;
- Methods, techniques, and objectives of construction project design, drafting, bid specifications and project management;
- Data research, collection and recording/reporting methods, techniques, and objectives;
- Federal regulations and County policies regarding safe work practices;

- Basic knowledge of road construction and maintenance procedures;
- Regulations and requirements pertaining to County Right-of-Way work permitting;
- Operation of standard office equipment, including a personal computer and job-related software applications including Microsoft Office;
- Customer service procedures and techniques.

Ability to:

- Support the operations of the Public Works Department, as directed;
- Assist with engineering design, specifications and drafting for County public works capital improvement projects;
- Assist in maintaining, upgrading, and updating County data, records, and maps;
- Perform on-site inspections of County construction projects;
- Operate a motor vehicle;
- Conduct research independently on assigned projects;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other County employees, and the public;
- Maintain a professional demeanor at all times;
- Prepare accurate and reliable information, technical reports and other documents;
- Develop creative and effective resolutions to simple and complex problems;
- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Respond courteously to customer inquiries;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.

### **Acceptable Experience and Training**

- High school diploma or GED, with an Associate's or Bachelor's Degree in civil engineering preferred; and
- Idaho Driver's License is required; and
- At least one year experience that demonstrates proficiency in the required knowledge and abilities of this job; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize and maintain accurate files and conduct on-site inspections;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and specialized equipment associated with the job;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 30 lbs.; and to work in an office and field environment requiring driving and exposure to outdoor weather conditions.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking over uneven surfaces, standing, climbing stairs, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.