



# Employment Opportunity

Kittitas County, Washington

**POSTED: 4/19/16**

**CLOSES: 5/10/16**

## **MAINTENANCE SPECIALIST**

The current vacancy in the Maintenance Department is a full-time, union (Local 792CH), non-exempt, position with benefits expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply.

**SALARY RANGE:** \$3,232 - \$3,684 per month

### **ESSENTIAL FUNCTIONS:**

#### **30% Perform preventive maintenance of Jail facilities, equipment and systems:**

- Develop a written Preventive Maintenance Plan and keep accurate records of maintenance activities.
- Perform regular inspections and preventive maintenance.
- Diagnoses and repairs mechanical and security systems.
- Performs routine system tests and adjustments as needed.
- Recommends procedures or changes to improve efficiency and energy savings.
- Changes filters and keeps accurate records of filter inventory and changes.
- Maintains chemical treatment system.
- Installs or replaces mechanical components and systems or arranges for certified professionals as needed.

#### **30% Performs Jail repairs and upgrades to facilities:**

- Repairs secure and non-secure doors, mechanical locks, windows and equipment.
- Repairs/Inspects electrical components including; switches, lighting fixtures, breakers, locks and alarms.
- Arrange for certified electrician when required or needed.
- Services and repairs plumbing components including fixtures, valves, piping and drains.
- Arrange for certified plumber when required or needed.
- Installs new equipment or provide repairs to existing equipment.
- Repairs walls, ceilings, floors and roof systems.
- Patch, repairs, paints walls, floors, and fixtures.

#### **15% Perform preventive maintenance of facilities, equipment and systems:**

- Perform regular inspections and preventive maintenance.
- Diagnose and repair mechanical and security systems.
- Perform routine system tests and adjustments as needed.
- Recommend procedures or changes to improve efficiency and energy savings.
- Change filters and keeps accurate records of filter inventory and changes.
- Maintain chemical treatment system.
- Install or replace mechanical components and systems or arrange for certified professionals as needed.

#### **15% Performs repairs and upgrades to facilities:**

- Repair secure and non-secure doors, mechanical locks, windows and equipment.

Kittitas County is an Equal Opportunity Employer

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- Repair/Inspect electrical components including; switches, lighting fixtures, breakers, locks and alarms.
- Arrange for certified electrician when required or needed.
- Service and repair plumbing components including fixtures, valves, piping and drains.
- Arrange for certified plumber when required or needed.
- Install new equipment or provide repairs to existing equipment.
- Repair walls, ceilings, floors and roof systems.
- Patch, repair, paint walls, floors, fixtures.

**10% New construction or remodeling of buildings:**

- Assist with construction or demolition of walls, floors and ceilings.

**5% Perform grounds keeping duties as needed including:**

- Mowing, edging, aeration, irrigation, trimming seeding, and chemical application.
- Providing grounds clean up.
- Providing snow removal at all County buildings.
- Picking up trash and maintaining parking lots and common areas.

**5% Fill in for custodians as needed**

- Responsible for maintaining the interior cleanliness of County Buildings.

**OTHER FUNCTION:**

*This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.*

**MINIMUM QUALIFICATIONS:**

- High School diploma or GED.
- Five (5) years' experience relating to maintenance, construction and repair.
- Valid WA State Driver's License.
- A criminal history and background check will be performed to include fingerprinting and polygraph. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age at time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES:**

- Comfortable with basic computer operation, and possess the ability to learn new technology quickly.
- Clear, concise communication skills in verbal and written format.
- Must have the ability to work in a secure Corrections facility.
- Ability to prioritize work and respond to emergency and/or competing requests.
- Excellent problem-solving skills and the ability to think creatively while following directions and regulations.
- Good judgment; know when to ask for assistance and/or recommend use of licensed professionals.
- Must attend KCSO Trustee Training prior to working with KCSO Trustees.

**PREFERRED QUALIFICATIONS:**

- Three (3) or more years of HVAC field experience.
- Three (3) or more years plumbing and electrical experience.
- Experience working within secured facilities.
- Experience working with security systems such as locks, remote access and monitoring, etc.
- Bilingual English/Spanish.

**WORKING CONDITIONS:**

The working environment will include indoor, outdoor, and secured environments. Exposure to all weather conditions, including temperature extremes, and windy/dusty conditions. Other exposures include: blood-borne pathogens, confined areas, low lighting, and heights. Work frequently occurs with, and in close proximity to, inmates and Corrections staff. Work will require the use of: power tools, hand tools, a variety of chemicals, technology, and electronics. May be required to move and/or lift 25-100 pounds on a daily basis (or more with assistance) and possess the ability to work around varying types of vehicles and equipment. Must have the ability to: read printed materials and a computer screen; perform installation and maintenance of equipment; be able to communicate clearly in person, by radio, or over the telephone; reach with arms/legs, grasp, kneel, stoop, crawl under office furniture, and ascend/descend ladders and stairs. Must have sufficient hearing to safely perform all functions.

Travel around the county and local region is required. Must be able to safely operate a County vehicle in all weather conditions and all levels of light. All safety policies and procedures must be adhered to at all times, including but not limited to proper lifting and carrying techniques, and use of personal protective equipment (PPE).

***Hepatitis B Vaccination.*** Covered employees shall be offered, at no cost to the employee, through the Kittitas County Health Department, the option to undergo the series of three (3) Hepatitis B vaccinations. The Health Department will bill the county department for which the employee works, for the cost of the vaccine. Covered employees who do not wish to be vaccinated against Hepatitis B must complete and sign a waiver stating they received the County's offer of vaccination against Hepatitis B and they declined the offer. Employees who are or think they might be pregnant will not be vaccinated without written direction from the employee's personal physician. The County will not discriminate in any way against an employee who refuses vaccination.

This is a full-time position that requires scheduling flexibility to ensure services are provided in a timely manner. The employee in this position must have the ability to respond to 24/7 support requests, subject to the parameters of the collective bargaining agreement. Regular attendance and punctuality are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**APPLICATION PROCESS:**

Applicants must apply online using the electronic recruitment portal.

*The following items are required:*

- 1) Kittitas County Employment Application and Supplemental Exam Answers; 2) Resume; 3) Letter of Interest; 4) Two (2) professional references and two (2) personal references.

**SUPPLEMENTAL EXAM QUESTIONS:**

1. Describe your experience trouble shooting electrical, mechanical and plumbing issues.
2. Describe your experience working in a secure facility.
3. Describe your experience working in Facility Maintenance.