



POSITION DESCRIPTION

2208

Position Title:	Facilities Maintenance Technician	Department:	Building Maintenance
Pay Grade:	8	FLSA:	Non-Exempt
Date:	December 2019	Reports To:	Facilities Maintenance Superintendent

PURPOSE OF JOB:

The Facilities Maintenance Technician work improves the safety, utility and appearance of County buildings and grounds.

SCOPE OF JOB:

The Facilities Maintenance Technician maintains the grounds and landscape primarily at the Prairie Justice Center, may assist other locations. The duties include mowing, tree trimming, snow removal, landscape maintenance, related equipment maintenance and other related duties. The position also assists in building maintenance as time allows.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Work is performed in accordance with applicable federal, state and local laws and the accepted standards and practices of public administration and safety.

The Facilities Maintenance Technician carries out specific duties associated with the position.

- Removes snow and ice in parking lots, on sidewalks and around the exit/entryways of the PJC building;
- Operates ride on floor sweeper to maintain County garages; cleans, maintains and services equipment utilized;
- Performs ground maintenance such as mowing, trimming, landscaping seeding, fertilizing, watering the lawns; sprays various chemicals used for the pest and weed control of the PJC site;
- Utilizes and maintains the sprinkler systems by making repairs, adjusting the spray nozzles for adequate coverage; prepares lines for cold weather months and clears lines in warmer weather months;
- Assists with maintenance of County's facility mechanical plants; performs routine and specialized support tasks within the building, moves furniture and equipment, delivers and unloads supplies, replenishes stocks of expendable and consumable supplies;
- Completes maintenance tasks in the jail; works with the Jail Administrator and Jail Programmer to prioritize and schedule repairs;
- Performs maintenance/repair activities including carpentry duties; paints building interior, repairs broken chairs, tables, desks, etc.;
- Performs minor mechanical or plumbing repairs and maintenance activities; light fixture maintenance, unplugs toilets, replaces washers, tightens screws on furniture, desks, etc., maintains motors and fans, and stops leaks; assists with preventive maintenance schedules on motors and machinery;
- Monitors building HVAC control systems, keeps logs of maintenance and repairs, and calls for vendor technical support as needed;

Performs work based on expected standards.

Nobles County Position Description – Facilities Maintenance Technician 2208

- Exercises teamwork with other county employees and management in carrying out the shared mission of serving the public;
- Follows workplace safety rules and notifies management of observed risks in a timely manner;
- Maintains the confidentiality of data that is protected by law.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

The job requires a high school diploma or GED with two years of related experience in grounds keeping and building maintenance in a business/commercial setting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities of the position. Eligibility to obtain a First-Class Grade C boiler operator's license within four years from date of hire is required. A valid driver's license is required.

KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

- Skill to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight and interpret same, as may be appropriate;
- Ability to read a variety directions, regulations, instructions, methods and procedures;
- Ability to read, understand, and follow Safety Data Sheets;
- Knowledge of chemicals used as part of the duties and safe methods for that use;
- Ability to efficiently utilize time and resources available to complete tasks and meet deadlines; ability to multitask between diverse duties;
- Ability to determine work priorities based on objectives without the need for daily direction;
- Aptitude to read a variety of technical and administrative documentation, directions, regulations, instructions, methods and procedures;
- Ability to effectively communicate with people, including service vendors and department management, to convey or exchange technical information;
- Ability to handle unpredictable situations in public dealings in a manner which represents Nobles County in a positive fashion;
- Knowledge and experience using Microsoft Office Suite;
- Ability to work with automated systems and related software.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

Physical demand requirements are a variable blend of light to that of heavy-duty work with lifting up to 60 pounds or greater amounts with assistance. The Facilities Maintenance Technician must be physically capable of performing a variety of potentially hazardous field work including, but not limited to; stooping, kneeling, crouching, crawling, climbing, and balancing for the purpose of performing assigned duties. The Facilities Maintenance Technician must be physically able to operate a variety of machines and equipment, including, but not limited to: pick-up truck and trailer, mowers, power tractors and attachments, skid loader, chainsaws, weed eaters, hedge trimmer, snow shovel, snow blower, sprayers, sprinklers and hand tools. The Facilities Maintenance Technician must be able to move or carry job related objects or materials and be physically capable of reaching to obtain various boxes, tools and equipment, etc.

Occupational exposure may include, but is not limited to, allergens, inclement weather conditions, ice and snow, moving water, hazardous agents, electrical currents, heights, uneven flooring and ground, moving parts of machinery and equipment and moving traffic. There is intermittent exposure to working and driving in inclement weather.

Nobles County Position Description – Facilities Maintenance Technician 2208

Signature

Supervisor's Signature

Date

Date

Nobles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.



**FULL-TIME EMPLOYEE
FACILITIES MAINTENANCE TECHNICIAN – BUILDING MAINTENANCE**

EVALUATION

1. Performance evaluation at 30 days.
2. Performance evaluation by the end of the probationary period.
3. Performance annually and pay evaluation prior to each step increase.

PAY STEPS (Level 8 Pay Range)

Beginning pay	\$22.12/Hour
After 12 more months	\$22.83/Hour
After 12 more months	\$23.55/Hour
After 12 more months	\$24.27/Hour
After 12 more months	\$24.99/Hour
After 12 more months	\$25.71/Hour
After 12 more months	\$26.43/Hour
After 12 more months	\$27.15/Hour
After 12 more months	\$27.88/Hour

All pay steps are subject to acceptable performance evaluations, review and certification by the County Administrator. All employees are paid every other Friday.

PROBATION

The probationary period on employment is 6 calendar months for full-time employees. A probationary period is established as a qualifying period during which the Agency and the employee evaluate each other to determine if they each have a continuing interest in employment. Note: The length of probation may be extended by mutual consent when there are unresolved performance issues.

ANNUAL LEAVE (A/L)

It is the policy of Nobles County to provide employees necessary paid time away from work. Maximum accrual at the end of a calendar year is 480 hours for a full-time employee. Annual Leave is accrued on a prorated basis (hours worked).

Years of Service	Non-Exempt	
	Annual Accrual	Bi-Weekly Accrual
0 - 2 years	160 hrs	7.693%
3 - 5 years	168 hrs	8.077%
6 - 10 years	192 hrs	9.234%
11 - 15 years	224 hrs	10.770%
16 - 20 years	256 hrs	12.309%
21 or more years	288 hrs	13.847%

HOLIDAYS

There are 11 paid holidays per year:

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Juneteenth	Independence Day
Labor Day	Veteran's Day	Thanksgiving Day
Day after Thanksgiving	Christmas Day	

PENSION

Public Employee's Retirement Association:

6.50% of the employee's gross income; 7.50% County Contribution

Social Security:

7.65% of the employee's gross income; 7.65% County contribution

2024 INSURANCE Core Benefits include:

- < Health insurance is offered through Public Employees Insurance Program referred to as PEIP. Employees can choose from two networks and three benefit plans.
- < Dental Insurance pays 100% of Diagnostic and Preventive costs and 80% of Basic Services with a \$50 deductible with a maximum annual benefit of \$1,000.
- < Life insurance is \$25,000, doubled for accidental death or dismemberment (available for the employee only). Additional life insurance is available.

Employees can waive the core benefits but the county contribution is then forfeited. Individual selection is permitted at employee expense.

2024 employee coverage cost: 24 pay periods

(Rates include single dental and life insurance)

<u>HEALTH INSURANCE</u>	<u>Individual</u>	<u>Single + Spouse</u> <i>(Rates include individual)</i>	<u>Single + Children</u> <i>(Rates include individual)</i>	<u>Family</u> <i>(Rates include individual)</i>
Advantage Plan – VEBA	\$176.75	\$646.65	\$549.63	\$686.72
Value Plan – VEBA	\$114.86	\$498.11	\$419.68	\$521.27
HSA Compatible Plan – VEBA or HSA	\$0.00	\$204.91	\$163.18	\$194.67

- Notes:**
1. The above table reflects the employee cost based on **24 pay periods** after the county contribution has been applied.
 2. The county contribution includes a monthly contribution to the VEBA or HSA account of \$200.00 for Single coverage or Single+Spouse or \$315.50 for Family or Single+Children coverage.
 3. Part-time benefits are pro-rated
 4. Employees may waive Health, Dental & Life Insurance
 5. If the core benefits are waived the county contribution is forfeited.
 6. Family Dental is available for \$50.04/24 pay periods.
 7. New employees are eligible for insurance on the 1st of the month following the month of employment.

OTHER BENEFITS:

- Voluntary Vision, Term Life, Long Term Disability, Short Term Disability, Accident, Critical Illness and Hospitalization group insurance plans
- Deferred compensation
- Section 125 – Flexible Spending Accounts

- (1) All benefits pay and other information presented is accurate on the day it was presented and does not constitute a promise of future benefits, establish a contract or create a commitment to do any particular thing.
- (2) Nobles County reserves the right to change policies, practices, or conditions expressed in this document without notice as the County deems appropriate. Nobles County management may vary from all written and unwritten policies and practices if, in its opinion, the circumstances require.