



POSITION DESCRIPTION

Title: Building Maintenance Engineer I

Department: Building Maintenance

Job Analysis: September 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Building Maintenance Supervisors, Facilities Maintenance Coordinator

Subordinate Staff: None

Internal Contacts: All County Departments

External Contacts: Building Material Suppliers

Status: Classified/Non-Exempt (308)

Job Summary

Under the direction of the Building Maintenance Supervisors, assist in repairs on plumbing, heating, cooling and electrical systems. Performs carpentry work as required. Be responsible for house cleaning shop and storage areas.

Job Domains

A. Equipment Maintenance

1. Assist in repairs and maintenance of plumbing, electrical, and HVAC systems.
2. Assist in carpentry and welding projects.
3. Perform other maintenance as required.

Knowledge, Skills, and Abilities

1. Skills to communicate with supervisor, subcontractors, and co-workers.
2. Math skills to take accurate measurements and perform multiplication and division.
3. Skills to complete order forms and progress reports accurately.
4. Some knowledge of plumbing, heating, air conditioning and electrical systems.
5. Knowledge of maintenance materials.

6. Knowledge of basic carpentry.

Other Characteristics

1. Willingness to provide own hand tools.
2. Willingness to work non-standard hours.

Minimum Qualifications

1. Have a valid state driver's license and be insurable by the County's insurance standards.
2. Have a minimum of two (2) years' experience in building maintenance field.