

JOB DESCRIPTION

21 February 2020

STAFF

FACILITY MAINTENANCE OPERATOR / ASSISTANT MECHANIC

Definition:

Under direction of the Maintenance Supervisor, the Facility Maintenance Operator / Assistant Mechanic performs routine inspections, service, maintenance, and repairs of District facilities including buildings and grounds; assists in maintenance and repair of District vehicles and equipment; assists in inspection and control activities of mosquitoes as needed, including operating heavy equipment and other machinery. Reports directly to Maintenance Supervisor. The Facility Maintenance Operator / Assistant Mechanic is a full-time employee hired on a salaried basis.

Characteristics:

Wide knowledge of building and grounds maintenance; good understanding of the proper use of standard hand and power tools, automotive parts and supplies; knowledge of chemical safety and handling, calibration and/or repair of small engines, blowers, pumping systems and chemical application equipment such as sprayers and ultra-low volume (ULV) foggers and other related items; knowledge of proper towing techniques for vehicles, trailers, boats and other equipment; able to safely operate District equipment and train other employees on the safe and effective use of equipment by providing clear instruction and guidance; effectively communicates both orally and in writing with the public, property owners, government agencies, and coworkers in a tactful and courteous manner.

Examples of Duties:

1. Conducts District security perimeter and building checks each business day.
2. Performs routine maintenance, repair, and servicing of all District buildings and grounds on a schedule, including basic electrical, plumbing, carpentry, and painting work.
3. Coordinates with outside contractors for services including scheduled and unscheduled repairs, maintenance and cleaning of systems and equipment not performed in-house on District buildings and grounds.
4. Collaborates with Maintenance Supervisor in maintenance, repair, design, and fabrication of specialized equipment and tools for use in the performance of office, laboratory, fish hatchery, and field activities; performs repairs and fabrication work using techniques and tools associated with plasma and torch cutting and oxy-acetylene and electrical welding.

5. Assists Maintenance Supervisor in repair of District vehicles, ATV's, heavy equipment, landscaping equipment, and chemical application/mixing/loading equipment as needed.
6. Makes service calls from the field, makes temporary repairs, picks up and delivers parts and vehicles to/from District shop and facilities and outside garages when needed
7. Operates forklift when necessary.
8. Receives deliveries from trucks and moves them into proper locations for storage.
9. Keeps tools, shop equipment, and facilities in an orderly and safe condition; properly handles and disposes of waste chemicals and motor oil.
10. Assists in training staff on proper operation, safety precautions, and care of vehicles and other specialized equipment; brings safety related issues to the attention of the Maintenance Supervisor and Safety Officer and recommends corrective actions.
11. Assists in vector control inspections and control activities, including operation of ATV's, ULV sprayers, tracked vehicles, and use of handheld and vehicle-mounted pesticide application equipment in rural and urban environments.

Minimum Qualifications:

A valid Utah Motor Vehicle Operator's License with an excellent driving record (i.e. no careless or reckless driving or alcohol related citations in the past year, and no more than one moving violation in the past year).

Five (5) years of full-time experience in the general maintenance, servicing, and repair of buildings and facilities. Two (2) years of full-time experience in the general maintenance, service, and repair of vehicles and/or equipment.

Possession of a Non-Commercial Pesticide Applicator's License in the Public Health Category issued by the Utah State Department of Agriculture must be obtained within two (2) months of employment and must be maintained throughout employment with the District.

Basic use and operation of Microsoft Windows-based PC system and MS Office software to be used for inventory control, maintenance, and reporting.

Must be physically able and willing to do heavy physical labor, i.e. the ability to carry a backpack sprayer with a 4-gallon load (40 pounds) while walking over uneven terrain in rubberized boots.