

SHAWNEE COUNTY, KANSAS
Position Description
Maintenance Technician II/Courier

POSITION NUMBER: HA1198

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position performs maintenance and repair tasks in a variety of the mechanical and building trades and is stationed at the Shawnee County Health Department (SCHD). This position performs delivery/pick-up and supply maintenance duties and will also include general custodial duties. This position is responsible for securing and closing the J.P. Lewis building nightly. Performs other duties as required. This position is supervised by the Finance Officer.

WORK PERFORMED

- 40% Maintenance and Repair.** Must be able to operate, maintain and repair vehicles, equipment, machinery and buildings. Performs carpentry, masonry, painting, or plumbing tasks at the skilled craft worker level. Makes adjustments and minor repairs to HVAC and air conditioning systems.
- 30% Delivery/Pick-up.** Assures delivery and pick-up of mail, confidential records, supplies, laboratory items and any other materials required for conducting business by SCHD between the SCHD off-sites, outlying sites in the community, the Courthouse and other locations as needed.
- 10% Other Skills.** Performs year round ground maintenance, paints various surfaces, moves and assembles office furniture. Maintains and organizes the maintenance supply rooms. Assists SCHD Purchasing Office to shelve heavy supplies when delivered.
- 10% Supply Maintenance.** Assists with stocking and storing of supplies/materials
- 10% Janitorial Tasks.** Performs standard janitorial tasks in the clinics, office areas, and meeting spaces. Maintaining clean appearance of floors in buildings through waxing and buffing on an annual and as needed basis. Cleans all entrance windows and doors. Delivers janitorial supplies to all SCHD off-site locations.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- The occupational hazards and safety precautions of the mechanical and building trades.
- The standard practices, methods, materials and tools of the mechanical and building trades.
- Standard janitorial tasks.

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- Applicable work safety rules and procedures.
- Service and maintenance requirements of major and minor SCHD equipment used.

Ability to:

- Understand and follow oral and written instructions.
- Communicate effectively, both orally and in writing, using the English language.
- Make routine mathematical computations accurately and with reasonable speed.
- Handle confidential materials
- Perform strenuous manual labor.
- Operate a motor vehicle
- Lead co-workers in duties in absence of Maintenance Tech Crew Leader.

Skill in:

- The use of Microsoft Office software to track maintenance requisitions and to communicate with maintenance staff and Department staff.
- Solving problems regarding route schedule changes and mail distribution
- The use of tools commonly used in maintenance and repair work.
- Performing standard janitorial tasks.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting	X				Driving			X	
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-50 lbs.			X		Around Moving Machinery	X			
ARMS					Carrying-50 lbs.			X		Driving Automotive Equipment			X	
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-50 lbs.			X		Twisting	X				Cramped Body Position	X			
Pushing/Pulling			X		Squatting	X				Sustained Positions	X			
Carrying-50 lbs.			X		Turning			X		Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces	X			
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision				X	Sitting	X				Work Below Ground	X			
Color Vision				X	Carrying-50 lbs.			X		Irregular Surfaces	X			
VOICE					Climbing	X				Moving Objects	X			
Talking				X	Jumping	X				In High Volume Traffic			X	
EARS					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting-50 lbs.			X					X	

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EQUIPMENT USED

Personal Computer	Air Compressor	Grinder	Snow Blower
Printer	Belt Sander	Hand Tools	Table Saw
Telephone	Brad Gun	Hedge Trimmer	Vacuum Cleaner
Photocopier	Buffer	Painting Equipment	Watering Hoses
Scanner	Burnisher	Painting Supplies	Parking Lot Vacuum
County Vehicle	Carpet Cleaner	Power Washer	Electric/Battery Operated Drills
Office Furniture	Chain Saw	Router	Electric/Battery Operated Hand Saws

MINIMUM QUALIFICATIONS

High School Diploma or GED Certificate

Four (4) years' experience in more than one of the mechanical and/or building trades or janitorial work.

Valid Drivers' License and able to operate County-owned vehicle (HR-2013-2).

HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

Required to pass a pre-employment physical and drug screen.

Required to lift and carry fifty (50) pounds.

Position is on-call 24 hours a day 7 days a week.

Overtime may be required.

Required to complete National Incident Management System (NIMS) 700 and Incident Command System (ICS) 100Hcb and 200Hca within six (6) months of employment.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

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I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 02/04
Revision History: 11/17