

## Job Description

**Job Title:** Maintenance Specialist II

**Job Code:** 906187

**Job Family:** Infrastructure

**Pay Grade:** JC.16.17

**FLSA:** Non-Exempt

**EEO:** Service/Maintenance Workers

**Department/Agency:** Countywide

**Position Number(s):** Multiple

**Recommended Position Title(s):** Senior Maintenance Specialist

**The following Core Competencies apply to everyone and are essential to all County jobs:**

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

**Essential Duties:**

- Ensures systems, buildings, and equipment performs most efficiently; continuously updates and adjusts systems, buildings, and equipment to achieve maximum proficiency; uses highly technical skills to solve complex issues; provides subject matter expertise working with department staff in the design/modification of new and existing systems; completes projects using technical skilled trades; determines project scope, completes estimated costs of projects, orders supplies, and determines staffing needed to complete project.
- Uses specialized skills to perform highly technical work in one or more skilled trades (HVAC, Building Automation, Electrical, Plumbing) on a variety of maintenance or project related tasks; diagnosis and troubleshoots, designs and proposes corrective measures for non-routine, integrated systems; tests, calibrates, repairs, replaces and constructs various commercial building systems to include HVAC systems and components, building automation systems, make-up air units, air handling equipment, air conditioning/cooling/heating equipment, electrical service and distribution systems (high and low voltage) and terminal devices, or plumbing distribution and terminal devices; serves as subject matter expert in highly skilled, technical trade.
- Provides subject matter expertise on non-routine, highly technical trades work; works with department staff in the design/modification of new and existing systems; repairs and ensures test/telemetry equipment is reliable; designs, sets up, completes complex programming and repairs PLCs and single loop controllers; escorts vendors performing contracted services within secure areas; uses specialized skill set to inspect and assess the quality of work performed and provides feedback and guidance regarding quality expectations and deficiencies to ensure contractors accomplish defined bid specifications; uses specialized skill set to minimize contracted services.
- Performs various tasks requiring equipment, vehicle, and tool operation; uses a variety of small and large tools and operates a variety of light and medium duty equipment and attachments including: tractors, trucks, scissor lifts, boom truck, and snow removal equipment.
- Coordinates training and safety requirements for their specialized skill set; ensures safety standards are met; shares knowledge, explains duties, and helps others acquire higher skill level; Completes paperwork, work orders, timesheets, and equipment logs using computerized system; follows purchasing card guidelines.

## Job Description

### **Supervisory Responsibilities:**

- Yes  No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

***Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.***

### **Minimum Job Requirements:**

High school diploma or equivalent and five (5) years' specialized trade (HVAC, Electrical, Plumbing, or Building Automation) performing at the journey/equivalent level or above or two (2) years performing at a masters/equivalent level are required. One (1) additional year of related experience may substitute for education. Universal Refrigerant Transition and Recovery Certification or equivalent is required for HVAC specialty. Must pass a thorough criminal history screening and have a valid driver's license with an acceptable driving record.

***Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.***

### **Preferred Job Requirements:**

Vo-Tech or Associate's degree in HVAC, Electrical, Plumbing, or Building Automation and Universal Refrigerant Transition and Recovery Certification or equivalent are preferred.

### **Education/Experience Substitutions:**

- Yes  No Experience may be substituted for degree.  
 Yes  No Education may be substituted for experience.

### **Physical, Environmental, and Special Working Conditions:**

Excessive standing and/or walking: 60%  
Exposure to extreme temperatures, fumes and/or chemicals, heights, and loud noises.  
Lifting weight: 50 lbs.  
On call/stand-by work required.  
Weather essential: Department Essential  
Uniform Required  
Wearing of goggles, boots, gloves and other PPE as required.  
Position is required to respond to requests for emergency and afterhours work which will require work when the facility is closed (e.g. holiday, weekends, nights). This work will require overtime as needed.  
Physical abilities, including mobility, agility, strength, dexterity, balance, coordination, and /or endurance.  
All County employees may be called upon to assist other departments/agencies in a declared emergency situation.