

SALINE COUNTY LAW ENFORCEMENT CENTER
Job Description

Job Title: **Maintenance Technician**

Description: Keeps law enforcement center offices, communications center and secure corrections area in orderly condition; tends furnace, air conditioner, and boiler to provide heat, cool air, and hot water; and keeps all department vehicles maintained by performing the following duties:

- Maintains building, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities;
- Replaces air conditioner filters;
- Notifies management concerning need for major repairs or additions to lighting, heating and ventilating equipment;
- Cleans snow and debris from sidewalk;
- Mows lawn, trims shrubbery and cultivates flowers;
- Performs routine maintenance on all department vehicles.

Competency: To perform the job successfully an individual should demonstrate the following competencies:

- Problem solving – Identifies and resolves problems in a timely manner; Develops alternative solutions.
- Technical Skills – Strives to continuously build knowledge and skills.
- Customer Service – Responds promptly to customer needs.
- Interpersonal Skills – Maintains confidentiality; Remains open to others' ideas and tries new things.
- Oral Communication – Listens and gets clarification; Participates in meetings.
- Written Communication – Ability to read and interpret written information.
- Teamwork – Gives and welcomes feedback; Supports everyone's efforts to succeed.

- Judgement – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions.
- Planning/Organizing – Uses time efficiently.
- Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability – Adapts to changes in the work environment; Able to deal with frequent change, delays or unexpected events.
- Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointment on time.
- Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative – Undertakes self-development activities; Asks for and offers help when needed.
- Innovation – Generates suggestions for improving work.

Qualifications: To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers and/or employees.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills: Must be able to operate a personal computer with basic computer understanding and skills.

Certificates, Licenses, Registrations: A valid Nebraska driver's license.

Other Skills and Abilities: A basic knowledge of plumbing, heating, air conditioning and minor electrical as well as minor routine vehicle maintenance.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk and used hands to finger, handle or fell. The employee is frequently required to reach with hands and arms, stoop, kneel, crouch or crawl, talk or hear and taste or smell. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places and risk of electrical shock. The noise level in the work environment is usually moderate.

I have read and understand the Job Description including Essential Functions and Physical Demands and can perform these functions of the Maintenance Technician position with or without reasonable accommodation.

Signature of Applicant

Date

Please note any reasonable accommodation requests in the space below.