

**Maintenance Technician** shall be employed and shall be directly responsible to the Director and the Park Superintendent.

<b>Department</b>	<b>Conservation</b>
<b>Reports to</b>	<b>Park Superintendent</b>
<b>Warren County Pay Grade</b>	<b>10</b>
<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Supervises Others</b>	<b>No</b>
<b>Approved by</b>	<b>Conservation Board</b>

**Section 8, Duties:** The principal duties of the Maintenance Technician shall include the following details below.

#### **Position Summary**

Under general supervision, the Maintenance Technician provides maintenance and upkeep for all equipment and facilities operated and managed by the Warren County Conservation Board. Work may be performed with limited supervision, but a supervisor may regularly check for conformance with periodic inspections.

#### **Essential Functions**

- Must be capable of regular attendance at the maintenance shop located at the Annett Nature Center Park.
- Provide skilled/general trades work to include carpentry, plumbing, electrical, welding, small engine repair, and auto mechanics.
- Maintains all equipment, vehicles, and facilities assigned to Warren County Conservation.
- Operates various types of heavy construction and maintenance equipment, specialized equipment, power and hand tools.
- Perform sight inspections and provide input for buildings and equipment to ensure safety and compliance.
- Keep detailed records of maintenance activities, inspections, and repairs.

- Communicate with department supervisors on the condition of equipment and facilities on a regular basis.
- Provides mowing and snow removal operations as required.
- Provides cleaning, construction, and repair of both indoor and outdoor facilities.
- Assists WCCB staff with prescribed fire for prairie and forest management.
- Performs duties in line with county and department policies, with a strong focus on safety.
- All other duties as assigned by Director and Park Superintendent.

### **Qualifications and Experience**

- High School Diploma or G.E.D. equivalent, and
- Experience with construction equipment and hand tools preferred, or
- Experience with electrical, plumbing, framing, roofing, concrete, and/or construction trades.
- Any equivalent combination of training and experience that will have provided the required knowledge, skills, and abilities.
- Knowledge of all safety procedures necessary using machinery, equipment, and tools.
- Ability to interact with and react to park users and other citizens in a positive manner.
- Ability to exercise independent judgment and apply common sense understanding to carry out written and oral instructions.
- Ability to read equipment manuals and construction blueprints.
- Ability to build and maintain good working relationships.
- Ability to manage stress with large volume of field work.
- You must possess a prescribed fire certificate: S-130/190 and CPR/First Aid within 12 months of hire.
- The applicant must have the ability to get to and from the work sites throughout Warren County and possess a current valid driver's license.

### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

*Physical demands:* While performing duties of this job, the employee is required to sit and/or stand for long periods of time. Must have the ability to lift, pull, push, and/or move up to 50 pounds.

*Work environment:* The noise level in the work environment is usually minimal with occasional periods where the noise level may require hearing protection, such as the use of power tools. There are periods when exposure to the outside elements will be necessary to accomplish the needs of the department. This position is mostly field/shop oriented, with minor office environment exposure.

### **Benefits:**

- Iowa Public Retirement System
- Life Insurance
- Health, Dental, and Vision Insurance
- Paid vacation and sick leave
- 10 paid holidays
- Worker's Compensation
- Deferred compensation program
- Life Insurance
- Annual uniform allowance

### **Nondiscrimination and Affirmative Action**

Warren County complies with all federal and state laws, regulations, and orders, and the policies of the governing boards, which pertain to nondiscrimination and affirmative action. Warren County will provide equal opportunity to all employees and applicants for employment as required by state and federal non-discrimination, Equal Employment and Affirmative action statutes and regulations. Warren County does not illegally discriminate on the basis of race, creed, color, religion, national origin, sex, age, disability, sexual orientation, or military veteran status in its employment policies and practices.