



## Maintenance Technician

### Building and Grounds Department

Under the direction of the Building and Grounds Manager, provides maintenance support and custodial services for county offices, building, vehicles and equipment. Ensures all electrical, mechanical and plumbing facilities are in proper working order and buildings are maintained in a safe condition. Manages and oversees construction and special projects as necessary. Maintains detailed records of repairs and supplies used.

Performs preventive and routine maintenance procedures for County office buildings, grounds, and equipment. Performs general carpentry, electrical, mechanical, plumbing, painting, and other maintenance and repairs for County buildings; includes parking lot and roof maintenance. Performs preventive maintenance and repair of HVAC systems, monitors controls, determines any problem/issues, recommends and implements solutions. Installs and repairs lights, lamps, ballasts and covers; operates hand tools and power equipment in a safe and effective manner. Monitors building maintenance supplies, materials and equipment inventory; loads and unloads supplies; travels from site to site, inspects facilities and grounds for routine maintenance; prioritizes repairs and renovations. Assists with grounds keeping activities such as mowing lawns and trimming shrubbery, weed eating, removing litter, debris, snow and ice as needed. Assists with custodial duties as needed; cleaning offices, halls, restrooms and public areas, disposing of trash, sweeping and mopping floors. Moves and relocates furniture as needed. Performs fleet management duties for County vehicles and other duties as assigned.

Graduation from high school or equivalent. Basic understanding of electrical, plumbing, mechanical and carpentry trades. Certifications are a plus. At least one (1) year of experience in facilities maintenance or construction trades. Must possess a valid Virginia driver's license.

Ability to follow oral or written instructions and work with minimal supervision. General knowledge of custodial services, grounds maintenance, vehicle and facilities maintenance preferred. Ability to troubleshoot and repair building systems using a variety of tools. Basic knowledge of effective cleaning methods, supplies and equipment used in cleaning. Ability to establish effective working relations with other staff. Ability to collaborate and communicate effectively, both orally and in writing. Ability to deal courteously and effectively with the public.

**Starting Salary:** DOQ with Full County Benefits.

**Apply by submitting County Application to:** Smyth County Administrator's Office, Human Resource Manager, 121 Bagley Circle, Suite 100, Marion, VA 24354. Applications as well as a full job description available online at [www.smythcounty.org](http://www.smythcounty.org) under the Human Resource link.

**Deadline for submission:** Position open until filled.