



CLASSIFICATION	8
HOURLY RATE	\$22.97 DOQ
FLSA	NON- EXEMPT

## MAINTENANCE TECHNICIAN – Temporary

### GENERAL STATEMENT OF DUTIES:

Performs responsible work in the maintenance, repair, and improvement of County buildings and facilities. Performs skilled electrical, HVAC, plumbing, carpentry and painting work.

### DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible position that calls for the employee to perform maintenance duties, cleaning, doing general and preventive maintenance, repairs and improvement projects. Work is performed under the general supervision of the Maintenance Supervisor. Employees in this position should be familiar with buildings and facility maintenance and procedures, practices, and required skills. They should have good skills in the fields of electrical work, heating and air conditioning, plumbing, carpentry, painting, and general maintenance. They should be aware of state and local standards and codes relating to buildings. They should be able to follow written and verbal instructions and work assignments and work with County and other agency staff and assignees, as well as the general public.

### EXAMPLES OF WORK *(Illustrative Only)*:

Performs preventive maintenance on equipment such as heating and air conditioning units.

Performs maintenance and repairs involving plumbing, electrical work, carpentry, electrical, motors, and other trades.

Observes safe use of equipment and materials provided by the County.

Installs and repairs electrical door locks, switches, magnetic starters, relays and electrical motors.

Maintains and repairs heating and air conditioning controls.

Keeps records of work and files reports.

Sizes pumps, valves, and motors.

Interprets charts, blueprints, and maps.

Performs interior and exterior painting.

Subject to 24-hour call.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of tools and methods used in cleaning, maintaining, repairing, and improving County buildings and grounds; good physical condition and able to perform heavy, manual work; ability to work well with the public; ability to maintain maintenance schedules and respond to emergencies; thorough knowledge of standard practices, tools, and terminology of the electrical, HVAC and building trades; skill in the electrical, HVAC and other building trades; thorough knowledge of safety practices and procedures required; thorough knowledge of related state and county building regulations. Must possess valid Virginia driver's license and have a good driving record.

**ACCEPTABLE EDUCATION AND EXPERIENCE:**

Education equivalent to graduation from high school and five (5) years experience in building trades. Considerable experience in electrical technology as well as other building trades. Experience in HVAC desired.

**Reports to: Director of Maintenance**  
**Supervisory Responsibility:** None

Botetourt County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

*Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date