

BANNOCK COUNTY
CLASS SPECIFICATION
Operations & Security Technician

Department: Building and Grounds (Sheriff's Office)
FLSA Designation: Non-Exempt

Pay Grade: 10
Effective Date: 7/09, 8/09

Purpose of Class

Performs semi-skilled and skilled maintenance and service work on buildings, equipment, machinery, utilities, and electronic systems; performs related work as required.

Primary Function

The primary function of an employee in this class is to perform installation, maintenance, repair, inspection, and service work on electronic equipment and maintenance, repair, inspection, and service work on County buildings, including equipment, machinery, utilities and related systems. The work is performed under the direct supervision of the Chief Operations Director, with latitude for the exercise of independent judgment and initiative. The principal duties of this class are performed in a public building environment, detention facilities and outdoors and may include working on rooftops and in adverse weather conditions and hazards involving the use of power tools and equipment. Will be required to be on call at times 24 hours a day.

Essential Duties and Responsibilities (will vary by assignment)

- Perform Journeyman Electrician duties as assigned;
- Performs scheduled maintenance, repair, and installation work on closed circuit TV systems, intercom systems, electric doors, and fire alarms, including automated control systems;
- Troubleshoots, repairs and maintains electronic monitoring and locking systems;
- Performs scheduled maintenance, repair, and installation work on electrical, heating, air conditioning, ventilation and plumbing systems;
- Performs maintenance, repair, and construction work on County buildings;
- Troubleshoots, repairs and maintains electrical and plumbing systems;
- Inventories and stocks maintenance parts and supplies and orders when necessary to complete repairs and maintain back-up inventory;
- Performs installation and removal of radios, light bars, sirens, and related equipment on Department vehicles;
- Plans and coordinates maintenance work with other agencies, contractors and effected parties, ensuring safety;
- Files, organizes and maintains facility records and inspection documents;
- Performs painting duties;
- Performs all maintenance activities utilizing proper safety equipment and methods;
- Welds and fabricates metal structures and systems as needed;

- Repairs and replaces locks;
- Performs all work duties and activities in accordance with County and Department policies, procedures and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Building trade skills, including but not limited to, HVAC, plumbing, pneumatic, electronic and electrical systems;
- Operation of a personal computer and job-related software;
- Welding and fabrication;
- Programmable Logic Controllers programming and maintenance;
- Methods, materials, tools and standard practices regarding painting, plumbing, electrical, and construction and repair related to interior and exterior building maintenance, repair, and remodeling;
- Applicable electrical, plumbing, and construction codes;
- Advanced electrical systems;
- First Aid and CPR administration;
- Self defense methods;
- Federal (OSHA) regulations and county policies regarding safe work practices relating to use of power tools, storage of chemicals and combustible materials, ladders and power lifts, hazardous chemicals and other maintenance related situations.

Ability to:

- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Follow written and oral instructions;
- Program and maintain Programmable Logic Controllers;
- Operate power equipment, including but not limited to, drills, saws, rivet gun, grinder and related equipment;
- Operate hand tools;
- Communicate effectively both orally and in writing;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Work well under pressure and maintain a calm and professional demeanor, under stressful or adversarial conditions;

- Maintain certifications on building operations and equipment;
- Troubleshoot and repair advanced electrical systems;
- Learn welding skills and operate a welder;
- Prepare written reports, including work orders and maintenance logs;
- Establish and maintain effective working relationships with vendors, inmates, the public and other employees.

Acceptable Experience and Training

- Journeyman Electrician License
- High school diploma or GED equivalency is required and HVAC, electrical, mechanical and electronics training is preferred, and
- Three (3) years facility maintenance is required with emphasis on electrical and electronics, and programmable logic controllers experience is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho drivers license is required;
- Building operators certification is preferred.

Essential Physical Abilities

- Sufficient clarity of hearing and speech, with or without reasonable accommodation, which permits the employee to discern verbal instructions, and alarm and warning systems, including backup alarms;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and work orders;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a variety of power and hand tools and to make adjustments to equipment;
- Sufficient strength to lift objects up to 75 pounds;
- Sufficient personal flexibility, mobility, agility, and balance to perform maintenance and repair operations that require working in confined spaces, climbing on ladders and power lifts and to work in a building maintenance environment.