



JOB DESCRIPTION: MAINTENANCE TECNICIAN

DEPARTMENT: Building Maintenance

REPORTS TO: Maintenance Supervisor

EMPLOYMENT STATUS: Full Time

FLSA CLASSIFICATION: Non-Exempt

PAY RANGE: \$19.00 - \$21.00 per hour DOE/DOQ

PREPARED BY: Dustin Sattler, September 3, 2025

APPROVED BY: Travis Anderson, September 4, 2025

SUMMARY: You will perform routine and extensive preventative maintenance and repair on all County buildings, mechanical equipment and utility systems.

DUTIES AND RESPONSIBILITIES: Include the following. Other duties may be assigned.

1. Performs minor and major repair of all buildings and equipment. (Some major repairs will be performed by a licensed professional.)
2. Performs preventive procedures on building mechanical equipment on a scheduled basis; inspects belts, checks fluid levels, replaces filters, etc.; repair or replace broken parts.
3. Will be required to work in the county jail and may at times work with inmates. Repair and/or adjust pneumatic valves and parts that are in the jail units.
4. Replace fluorescent bulbs with ballast bypass LEDs throughout the buildings. Some small electrical repairs.
5. Repair doors, door locks, door closers, and install window coverings/blinds etc.
6. Assist with all parts of remodeling/renovation of the building's alteration, preparation, painting and repair to structures made of wood, metal, plaster, concrete or brick. Install or replace flooring such as vinyl planks, carpet, and stair treads.
7. At times performs outside maintenance duties with snow removal, ice-melt, lawn care, and assisting other departments throughout the county with rearranging offices moving file cabinets, desks, computers, hanging bulletin boards/pictures, etc. Will assist with the moving of any heavy items that the office will need help with.
8. Helps with some custodial when needed such as trash, plugged toilets, cleaning spills, etc.
9. Responds to emergency maintenance request as required. Prioritizing the jobs that need to be tended to first.
10. Able to keep a safe and clean environment for the employees of Montezuma County, and to perform your tasks safely.

SUPERVISORY RESPONSIBILITIES: May exercise some supervision over Public Service Workers.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

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. While performing this job, the employee is frequently required to stand; walk; use hands to finger; reach with hands and arms; climb or balance; stoop; kneel; crouch; and talk/hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to and sometimes more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception. Safely use common manual and power tools.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed with uninvolved written or oral instructions.

EDUCATION/EXPERIENCE:

- High School diploma or GED is required.
- Broad depth of knowledge in multiple trades is preferred.

LICENSE: You must possess a valid drivers license.

BENEFITS: Retirement Plan, Vacation and Sick Leave accrual. Medical, Dental, Eye and Life Insurance available. Paid Holidays

PROBATION PERIOD: The first 6 months of your employment will be a probationary period. During this time, the company will assess your performance, conduct, and overall suitability for your role. Successful completion of the probationary period will lead to a transition to regular, permanent employment.

NOTE: ALL DUTIES MAY NOT BE LISTED IN THIS DESCRIPTION, AND ARE SUBJECT TO CHANGE AT ANY GIVIN TIME, IT IS AT THE DISCRETION OF THE DEPARTMENT HEAD. BY SIGNING I FEEL I CAN PERFORM ALL THE TASKS IN THIS JOB DESCRIPTION.

USE OF THIS JOB DESCRIPTION

***THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT
BETWEEN THE COUNTY AND THE INCUMBENT IN THE POSITION.***

Nothing in this position description restricts Montezuma County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The description reflects Montezuma County's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this job have been described. Those features may change at any time due to reasonable accommodation, as the needs of the County change or for other reasons deemed appropriate by the County.

I have received the Maintenance Technician job description dated 09/03/2025. I understand that I am to become familiar with its contents.

Reviewed with employee by:

Signature: _____ Name (print): _____

Title: Maintenance Supervisor Date: _____

Received and accepted by:

Signature: _____ Name (print): _____

Title: Maintenance Technician Date: _____