



## Facility Maintenance Technician

### Employer

Cowley County  
311 E 9<sup>th</sup>  
Winfield, KS 67156

### Job Description

DATE: 9/20/2022

**JOB TITLE:** Facility Maintenance Technician  
**DEPARTMENT:** Administrator  
**REPORTS TO:** Administrative Services Manager  
**FLSA STATUS:** Non- Exempt  
**SALARY GRADE:** D

#### **Position Summary:**

The Facility Maintenance Technician position is responsible for the maintenance of the County grounds and buildings such as the Courthouse, North and South Annex as needed. The employee in this position also provides maintenance, care and upkeep of Memorial Lawn cemetery facilities and grounds. This position involves dealing with the public and exercising considerable independent judgment.

#### **Essential Functions for Grounds Maintenance:**

- Provides care and maintenance of lawns, shrubbery, flower gardens, trees, and parking lots.
- Operating tractors, mowers, weed eaters, utility vehicles and excavator.
- Uses fertilizers on bushes, flowers, trees and in gardens, as required.
- Waters grass areas, shrubbery, flowers, and trees, as required.
- Requisitions materials, supplies and equipment used in ground maintenance work.
- Sweep walks, rake leaves, cut grass, remove snow, or perform other incidental seasonal tasks, as required.

- Other related duties as deemed necessary or as required.

**Essential Functions for General Maintenance:**

- Maintains buildings and building structures which includes:
- Exterior and interior lighting (change bulbs, as required)
- Electrical fixtures
- Plumbing fixtures
- Removes stains from surfaces, such as rugs, walls and floors using chemicals and other cleaning solutions.
- Patch damaged drywall including taping, mudding, sanding, and painting.
- Operate tractors, mowers, rollers, utility vehicles and power tools and hand tools.
- Requisitions materials, supplies and equipment used in building maintenance work.
- Other related duties as deemed necessary or as required.

**Marginal duties and responsibilities:**

- Repairs and maintains cemetery equipment and grounds.
- Lays out cemetery lots and grave sites.
- Maintains accurate and complete cemetery records and cemetery lot locations.
- Assist the public in locating grave sites.
- Works with groups and advisory boards to coordinate events and Memorial Day activities at the cemetery.
- Maintains landscaping, lawns, and roadways within the cemetery.
- Opens and closes graves.
- Assists with custodial duties of County buildings as needed.
- Other duties as deemed necessary or required.

**Position Requirements:**

**Experience:**

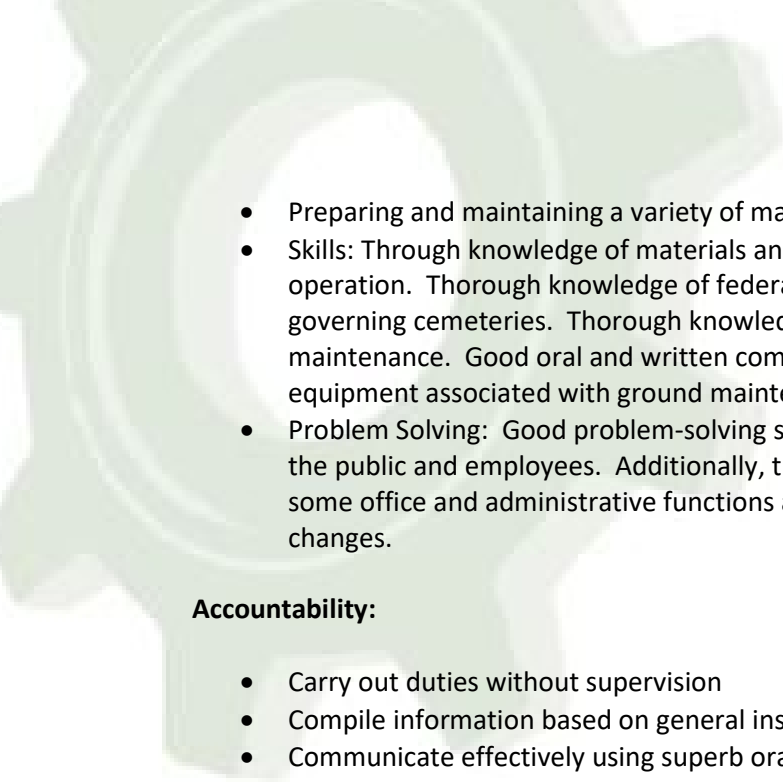
- Minimum of two (2) to three (3) years of similar or related experience in maintenance of buildings and grounds and/or landscaping is desirable.

**Education:**

- High School Diploma or GED required

**Skills:**

- Meeting and dealing tactfully with others; able to communicate effectively and clearly, both orally and in writing
- Analyzing situations, identifying alternative solutions, projecting consequences of actions and implementing recommendations
- Utilize basic reasoning and math skills.

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- Preparing and maintaining a variety of maintenance records
  - Skills: Through knowledge of materials and methods used for cemetery maintenance and operation. Thorough knowledge of federal, state and local laws resolutions and ordinances governing cemeteries. Thorough knowledge of pesticides and chemicals used in grounds maintenance. Good oral and written communication skills. Ability to operate all heavy and light equipment associated with ground maintenance and building facilities.
  - Problem Solving: Good problem-solving skills are essential in this position when dealing with the public and employees. Additionally, the person in this position should be able to perform some office and administrative functions and change work schedules as needed due to weather changes.

**Accountability:**

- Carry out duties without supervision
- Compile information based on general instructions
- Communicate effectively using superb oral and written skills

**Working Conditions:**

- Must be prepared to work in extremely hot and cold conditions
- Surroundings may be noisy due to working in a public setting, and power tools.

**Physical Requirements:**

The work of this position is a highly responsible position which requires mental acuity. Ability to perform heavy physical work and to lift and carry up to 100 pounds; ability to stand, walk, twist, kneel, sit, bend, crawl, climb, grasp, pinch, ride, push, pull and perform similar body movements; possesses hand/eye/foot coordination adequate to operate a vehicle, truck, tractor, mowers, backhoe, excavator, computer; ability to speak and hear in person, by telephone and two-way radio, ability to see and read maps and records, deeds, reports, regulations, chemical labels, service manuals and other similar materials. 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.

