

SNOHOMISH COUNTY JOB DESCRIPTION

FACILITIES TECHNICIAN IV

Spec No. 8107

BASIC FUNCTION

A journey level maintenance technician in electrical, mechanical, building security, or fire system disciplines. Leads for multiple disciplines as assigned. Proficient in industry-standard practices and vendor-independent troubleshooting, and understands programming and repair procedures related to lighting, electrical distribution, heating, ventilation, and air-conditioning (HVAC), card access security systems, fire alarm systems, or security systems as assigned. This position leads and mentors other maintenance workers and inspects others' work. Only those essential job duties that are targeted to an individual's areas of expertise are required, at management's discretion.

ESSENTIAL JOB DUTIES

May be assigned to any of the following specialty areas and act as subject matter expert in that area. The general job duties apply to all areas of focus.

ELECTRICAL FOCUS:

1. Maintains and troubleshoots facility equipment and systems for communications and for the generation, distribution and utilization of electricity; installs new electrical panels and transformers for electrical distribution systems; replaces components as required and repairs low voltage and most types of electrical systems and equipment up to 600 volts. Updates blueprints and data bases to show changes to systems.
2. Designs, confidence tests, programs, and modifies building electrical systems which may include programmable logic controllers (PLC) and related ladder logic connecting inputs from switches, sensors, bar codes and/or machine operator data providing output controls for motors, indicator lights, lighting equipment, and/or building security.
3. Recommends the purchase, modification, installation, maintenance, and operation of electrical systems, lighting, and components for optimum operation and energy conservation.
4. Establishes and follows preventive and predictive electrical systems and equipment maintenance for long term cost effectiveness; periodically inspects all buildings' electrical equipment; advises as to corrective and preventative maintenance measures needed; identifies and implements any necessary changes to operation instructions for electrical equipment or systems.

MECHANICAL FOCUS:

5. Maintains and troubleshoots building system, kitchen, heating, cooling and plumbing equipment and systems; replaces components as required and repairs low voltage electrical systems to maximize building efficiency with consideration for tenant comfort.

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ESSENTIAL JOB DUTIES (Continued)

MECHANICAL FOCUS:

6. Designs, confidence tests, programs, and modifies building control systems which may include programmable logic controllers and related ladder logic connecting inputs from switches, sensors, bar codes, and/or machine operator data providing output controls for motors, indicator lights, lighting equipment, and/or building control warning systems.
7. Recommends the purchase, modification, installation, maintenance, and operation of HVAC and plumbing systems and their components for optimum operation and energy conservation.
8. Establishes and follows preventive and predictive maintenance for long term cost effectiveness; periodically inspects all buildings' HVAC equipment; advises as to corrective and preventative maintenance measures needed; identifies and implements any necessary changes to operation instructions for HVAC equipment or systems
9. Participates in and provides technical advice for periodic energy compliance testing and inspections for elevators, boilers, pressure vessels, etc.

BUILDING SECURITY SYSTEMS FOCUS:

10. Designs, plans, implements, install, programs and troubleshoot facility low voltage electrical, mechanical, and security access control systems per industry standards. Performs system confidence tests. Provides preventive maintenance to reduce equipment downtime and energy efficiency. Evaluates technical adequacy and liability of devices that support safe operations.
11. Participates in the design, programming, replacement and maintenance of security systems, fiber optic systems, electronic surveillance systems, audio systems, and any other electronic security systems as required.
12. Recommends the purchase, modification, installation, maintenance, and operation of building security systems, badge access systems and components.
13. Establishes and follows preventive and predictive maintenance for long term cost effectiveness; periodically inspects all buildings' security equipment; advises as to corrective and preventative maintenance measures needed; identifies and implements any necessary changes to operation instructions for building security equipment and systems

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ESSENTIAL JOB DUTIES (Continued)

FIRE SYSTEMS FOCUS:

14. Participates in the design, programming, replacement and maintenance of facility fire systems.
15. Recommends fire detection equipment, alarm systems, and fire extinguishing devices and systems and specify required components.
16. Recommends the purchase, modification, installation, maintenance, and operation of fire protection systems and their components
17. Participates in and oversees annual compliance testing and inspections for all fire systems including fire alarm confidence testing, elevators fire recall, sprinkler risers flow, smoke heads, fire extinguisher and fire horn/ strobe, etc.

GENERAL JOB DUTIES:

18. Develops and revises written preventative maintenance procedures, monitoring programs and warranty tracking programs; interfaces with computerized maintenance management system (CMMS) work order tracking, inventories and records.
19. Identifies and recommends back-up plans for single point of failure components, PLCs, and systems. Keeps meticulous records and shares input and advice with Building Controls Team.
20. Performs all duties in accordance with established safety procedures; recommends changes to enhance safety; ensures compliance with jurisdictional authority and correct interpretation of building code; ensures efficient use of power, safe disposal of hazardous material and recycling of reusable material; follows/abides by all applicable codes for their work discipline.
21. Plans complex repairs and service work, identifies systems and operations affected and the steps required to safely complete the work with minimum risk and impact to operations documented on a work plan.
22. For assigned systems, provides administrative oversight regarding system access for county staff and monitoring companies, tracks and communicates authority levels for system access as required.
23. Leads staff, supervises temporary help, or work release inmates; conducts orientation and training. Mentors and develops back-up support within the maintenance team.

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ESSENTIAL JOB DUTIES (Continued)

GENERAL JOB DUTIES:

24. Assists with the planning of labor, plans material for designated jobs, requests and evaluates supplier quotations, meets with County staff to determine their needs and estimates project costs and timelines.
25. Responds to emergencies and supports team when called after hours.
26. Interprets all applicable local, state and other applicable codes such as National Electrical Code, National Fire Code (NFPA), as well as blueprints, sketches and other instructions.
27. Closely coordinates work with customers, provides critical work plans, draws work to be performed, updates blueprints, specifies components, ensures successful code inspections and develops "as built" drawings upon completion of projects
28. Periodically inspects all buildings and equipment; advises as to corrective and preventative maintenance measures needed; identifies and implements any necessary changes to operation instructions for equipment or systems;
29. Performs duties as assigned, including any duties of Facilities Technicians I, II, and III.

MINIMUM QUALIFICATIONS

Six (6) years of journey level experience in an assigned discipline, performing a variety of skilled building maintenance work or any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

Journey level or greater skill level in three of four major areas of concentration: Electrical, Low-Voltage Digital Systems (fire alarm, building automation controls, security, closed-circuit television (CCTV), etc), Access Controls, Mechanical and HVAC. A breadth of competencies in Electrical, Elevator, Fire Alarm, Boiler, Sprinkler, Systems and PLC programming, Plumbing, Refrigeration supported by certifications or licensing issued by a Federal, State, County or Municipal Authority is preferred.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License.

A valid First Aid and CPR card within six (6) months of employment.

Possesses Washington State Electrical License: General journey level electrician (01) or equivalent demonstrated experience. (when area of concentration is electrical) or;

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SPECIAL REQUIREMENTS (Continued)

Possesses Washington State Electrical License: Specialty electrician, HVAC/refrigeration system (6A), or HVAC/refrigeration - restricted (6B), and North American Technician Excellence (NATE) certification or equivalent demonstrated experience. (when area of concentration is mechanical) or

Possesses Washington State Electrical License: General journey level electrician (01), or Specialty electrician, Limited energy system (06), or equivalent demonstrated experience.(when area of concentration is building security systems) or

Possesses Washington State Electrical License: General journey level electrician (01), or Specialty electrician, Limited energy system (06), or equivalent demonstrated experience. (when area of concentration is building security systems) or

Possesses Washington State Electrical License: General journey level electrician (01), or Specialty electrician, Limited energy system (06), or equivalent demonstrated experience. (when area of concentration is fire systems)

A job offer will be conditioned on satisfactory results of a criminal history background investigation, and post offer physical exam or inquiry.

A written and field test may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- All phases of standard building and grounds maintenance work;
- The tools, materials, methods and techniques associated with routine carpentry, electrical, plumbing and mechanical maintenance work;
- building systems, security systems, electrical systems and related PLC programming, troubleshooting and confidence testing;
- mechanical and electrical locking and signaling systems and keyways;
- safety regulations and the hazards associated with the work;
- detention facility security requirements;
- basic first-aid methods and procedures.

Ability to:

- Plan and direct complex repair and service work in an emergency event following established procedures.
- communicate effectively with customers, supervisors, managers and peers and people of all ages and from a variety of cultural, economic and ethnic backgrounds;

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- diagnose and troubleshoot complex electrical, mechanical and plumbing problems and perform needed repairs;
- use a variety of hand and power tools and test equipment skillfully and safely under a variety of work conditions;
- learn how to operate and maintain maintenance equipment and newly installed devices as required by the position;
- perform strenuous physical work;
- Read, understand and follow safety rules and regulations, blueprints, and work requests.
- Document work performed and time on CMMS system;
- Operate and work from a lift.

PHYSICAL EFFORT

The work involves a variety of manual labor tasks requiring some strenuous physical effort such as lifting objects weighing up to seventy-five (75) pounds.

SUPERVISION

The employee is expected to think and work independently, without supervisory direction at the detail level. The employee will be responsible for prioritizing their own work load. The employee's work will be reviewed and spot checked to insure timely completion and compliance with work orders, plans and specifications. May fill in as lead worker.

WORKING CONDITIONS

The work may require outdoor work in all types of weather at multiple sites including facilities that are open 24 hours, 7 days per week. The job may involve working at considerable heights; in confined spaces; and in occupied secure detention facilities. Employees are exposed to a variety of hazards such as working near potentially dangerous prisoners, traffic, equipment and high-voltage power plus exposure to dust, fumes, grease, refuse, hazardous materials, bodily fluids and inclement weather. The work is performed in a maximum security detention facility.

Employees may be required to work evenings, weekends, and holidays, and be on call when necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: October 2007

Revised: December 2007, October 2013, August 2014

EEO Category: 7 – Skilled Craft Workers

Pay Grade: 239 - Classified Pay Plan

Pay Grade: 239 - Corrections Support Classified Pay Plan (Detention)

Workers Comp: 1501 Hazardous