

# SNOHOMISH COUNTY JOB DESCRIPTION

## FACILITIES TECHNICIAN LEAD

Spec No. 8067

### BASIC FUNCTION

Under direction, to lead, oversee and participate in the more complex and difficult work of staff responsible for maintenance, repair and construction of County properties that may include detention facilities that operate on a 24 hour basis.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists the Facilities Supervisor and/or Manager for the purpose of scheduling, establishing priorities, troubleshooting building system (security, fire, HVAC, mechanical and/or electrical) problems, assigning tasks, coordinating work orders and projects and/or monitoring the work of other personnel and contractors.
2. Ensures that technicians and contractors are aware of and in compliance with county conduct policy, established safety practices; conducts preliminary investigations of on-the-job accidents and injuries; identifies the need and arranges for safety training and/or personal protective equipment to reduce the incidence of accidents and injuries.
3. Trains employees in work methods and procedures, sets standards, and monitors employees' performance on work orders, providing input to management staff for performance evaluations; makes recommendations to supervisor regarding employees' skills and required training; assists with technical on-the-job skills and soft-skill training and mentoring of assigned staff.
4. Maintains an inventory of equipment and supplies required for assigned maintenance projects; estimates time, materials and equipment required for jobs assigned; requisitions materials as required.
5. Serves as a lead worker over subordinate employees and contractors performing building systems and equipment maintenance, HVAC, carpentry, painting and electrical, electronic security, and (if assigned) grounds maintenance work; makes daily work assignments and instructs subordinates as necessary; inspects work in progress upon completion to ensure compliance with work orders, plans, specifications and standards; analyzes and resolves technical problems encountered in the work; enforces safety rules and regulations. Has a full understanding of assigned contractors' scope of work, terms and schedules.
6. Investigates complaints and requests for general building maintenance, HVAC, carpentry, painting, electrical, electronic security, and grounds maintenance work; conducts site inspections and determines the extent of needed maintenance or repair work; prepares estimates of material, equipment and labor requirements for necessary maintenance and repair work.

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Spec No. 8067

### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

7. Responds and assigns appropriate technicians and contractors to respond to emergency response events such as health, safety, fire, and/or flood events. Acts as emergency response facility coordinator as needed following Continuity of Operations (COOP) protocol.
8. Maintains daily work records and employee time cards; prepares required written reports.

### STATEMENT OF OTHER JOB DUTIES

9. Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
10. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
11. Performs duties of other skilled maintenance staff as may be required in area(s) of expertise for the purpose of completing work orders in the repair, maintenance and improvement of county facilities.
12. Performs related duties as required.

### MINIMUM QUALIFICATIONS

Four (4) years experience performing a variety of supervisory and skilled commercial building maintenance work including experience working on call. Prior lead experience for multiple commercial buildings. Must be available to carry a cell phone to respond to emergencies, work overtime or on-call. Can effectively utilize Microsoft Office (Excel, Word, Outlook, etc.) for the purpose of providing reports, spreadsheets and managing calendars. Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

A valid CPR/First Aid/AED Card is required for employment

Candidates may be required to pass a post-offer physical examination prior to employment.

A criminal background check will be required prior to employment.

# SNOHOMISH COUNTY JOB DESCRIPTION

## FACILITIES TECHNICIAN LEAD

Spec No. 8067

### PREFERRED QUALIFICATIONS

Electrician's license, plumber's license, or heating and air conditioning license preferred. Experience leading and scheduling a crew of professional facilities technicians using a computerized maintenance management system. Prior experience working on call in a major hospital, correctional or similar twenty-four hour and seven days a week critical work environment preferred.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- how to motivate employees
- all phases of commercial building and grounds maintenance work
- the tools, materials, methods and procedures associated with HVAC, carpentry, electrical, security, plumbing and mechanical maintenance work
- general commercial building systems
- general CMMS commercial building systems and scheduling modules
- commercial building fire systems, chiller, and boiler operation
- principles, practices, materials and procedures related to the maintenance and repair of county facilities
- general maintenance of commercial kitchen and laundry equipment
- how to solve practical problems
- tools, methods and procedures utilized in the various skills required to maintain facilities
- the operation and maintenance of standard motorized construction and maintenance equipment
- how to effectively and efficiently plan and schedule the work of others
- work standards needed within correctional facilities
- general knowledge of continuity of operations plan and role of supervisor
- safety rules and regulations
- AED, CPR and first aid methods and techniques

Ability to:

- plan, organize and supervise the work of subordinate employees and contractors
- analyze and determine resource requirements for a variety of commercial building and grounds maintenance and repair work
- troubleshoot electrical, mechanical and complex electronic security systems
- problem solve to analyze issues and create action plans
- establish and maintain effective working relationships with others
- resolve team conflicts
- take corrective action that preserves and promotes effective working relationships
- take initiative to address and resolve issues
- interact respectfully with employees at all levels of the organization

# SNOHOMISH COUNTY JOB DESCRIPTION

## FACILITIES TECHNICIAN LEAD

Spec No. 8067

### KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- maintain the self-confidence and self-esteem of others
- apply issue based problem solving
- adapt to changing priorities
- meet deadlines and schedules
- communicate effectively orally and in writing
- lead by example
- fill in for supervisor as required
- set priorities
- work as part of a team
- perform skilled work in a number of different commercial building and construction trades areas
- perform subordinate work as needed
- diagnose and troubleshoot routine commercial electrical, HVAC, mechanical, and plumbing problems
- read, interpret, and work from a variety of equipment manuals, blueprints, drawings, sketches and work orders
- safely operate and maintain a variety of standard motorized construction and maintenance equipment
- use a variety of hand and power tools skillfully and safely under a variety of work conditions
- read, understand, and enforce safety rules and regulations
- perform strenuous physical work
- establish and maintain effective work relationships with a diverse group of superiors; subordinates and co-workers in a wide variety of circumstances
- maintain necessary records and prepare required reports
- deal courteously and tactfully with the general public, supervisors, coworkers, and subordinates
- assist in a building evacuation
- respond to first aid, AED or CPR events
- ensure staff and contractors follow county conduct guidelines
- effectively utilize Microsoft Office (Excel, Word, Outlook, etc.) for the purpose of providing reports, spreadsheets and managing calendars

### PHYSICAL EFFORT

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

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Spec No. 8067

### SUPERVISION

Employees report to a Facility Manager or other supervisor as assigned. The work requires considerable independent judgment by the employee who is expected to analyze and resolve technical problems encountered in the work. The work may be spot checked to ensure timely completion and compliance with instructions, procedures, and standards. The employee is responsible for the direct, day-to-day supervision of one or more work crews in the field.

### WORKING CONDITIONS

The work is performed both indoors and outdoors in all types of weather conditions at various assigned work sites. If assigned, the work may be in the jail around jail inmates. The work may involve working at considerable heights above the ground or in confined spaces such as crawl space under a building. Employees are exposed to a variety of hazards such as working near traffic or live power lines, and are exposed to dust, fumes, grease, inclement weather, and so on. Must be available to carry a cell phone to respond to emergencies, work overtime or on call. Employees are required to work evenings, weekends and holidays as necessary.

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

[EEO policy and ADA notice](#)

Class Established: June 1998 as Facilities Maintenance Lead, Facilities Management  
Previous Spec No. 260180

Revised and Retitled: July 2010 from Facility Maintenance Worker, Lead, October 2013 as  
Facilities Maintenance Lead - Teamsters, Facilities Technician, Lead

Revised: March 2001, June 2003, May 2010

EEO Category: 7 – Skilled Craft Workers

Pay Grade: 241 - Classified Pay Plan

Pay Grade: 241 - Corrections Support Classified Pay Plan (Detention)

Workers Comp: 1501 Hazardous