

# SNOHOMISH COUNTY JOB DESCRIPTION

## FACILITIES SYSTEMS TECHNICIAN

Spec No. 8115

### BASIC FUNCTION

To provide advanced system maintenance, installation, planning and quality control expertise in a multiple building management environment within a public sector operational setting including detention facilities. Leads complex building maintenance projects to ensure resources are fully utilized in the most efficient way. A journeyman level maintenance technician at the most technically complex level in electrical, power distribution, programmable logic controls, human machine interface and electronic systems that encompass fire and life safety, security, access control, video, electrical and HVAC. Uses principals and theories to efficiently solve technical problems.

Acts as subject matter expert and is responsible for the project development, implementation, and oversight of complex and critical systems such as electronic security, fire alarm, HVAC controls and electrical generation and distribution for multiple county buildings as assigned. This employee mentors other maintenance technicians, provides project site supervision of employees and contractors, and inspects others' work.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Ensures the integrity of county building systems, including jails, by coordinating and prioritizing the needs of our county departments with our equipment, building and budget constraints.
2. Develops and leads complex building maintenance projects to completion by efficiently allocating available resources and time and implementing the most effective processes for completion.
3. Evaluates the condition of buildings, systems, and equipment to determine life cycle, providing prioritized capital and expense projections.
4. Participates in department level preventative maintenance planning; provides recommendations to maintenance program leaders on most effective approaches to handle maintenance issues.
5. Mentors and provides practical training to other maintenance technicians and may recommend training areas/programs for specific maintenance personnel to maintenance supervisor.
6. Develop and implement complex programming for a variety of programmable logic controls related to security systems, access controls and HVAC controls.
7. Develops and publishes maintenance and installation standards, based on industry standards (ASHRAE, IEEE/ANSI, etc.) for the installation and maintenance of county systems. Insures that all documentation is kept current with changes to the systems.

# SNOHOMISH COUNTY JOB DESCRIPTION

## FACILITIES SYSTEMS TECHNICIAN

Spec No. 8115

### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. Prepares specifications for projects, obtains project related permits and oversees projects of substantial complexity. Leads and participates in inspections of work. Maintains control of project expenditures and supervises contractors and vendors. Insures compliance with regulatory agency in charge.
9. Designs, plans, implements, and troubleshoots electrical, mechanical, and security systems fiber optic systems, electronic surveillance cameras and systems, electronic noise abatement systems and any other electronic security systems as required. for the facility. Provides preventive maintenance to reduce equipment downtime and energy efficiency. Evaluates technical adequacy and liability of systems that support safe operations in detention facilities.
10. Periodically inspects key electronic and electrical equipment; advises as to corrective and preventative maintenance measures needed; identifies and implements any necessary changes to operation instructions for equipment or systems; oversees annual compliance testing and inspections for all systems including fire alarm confidence testing.
11. Insures compliance with NEC70E and UL508 maintenance procedures for power distribution, emergency and stand-by generators.
12. Develops and revises written preventative maintenance procedures, monitoring programs and warranty tracking programs; interfaces with computerized maintenance management system (CMMS) for work order tracking, inventories and records; utilizes CMMS for root cause analysis on critical failures.
13. Identifies and maintains inventory of critical components to minimize operational downtime.
14. 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.

### STATEMENT OF OTHER JOB DUTIES

15. Performs other duties as assigned.

### MINIMUM QUALIFICATIONS

Eight (8) years experience performing a variety of skilled commercial or industrial building maintenance work or any equivalent combination of training and/or experience which provides the required knowledge and abilities. High skill level in three of four major areas of concentration: Electrical, Low-Voltage Digital Systems (fire alarm, building automation controls, security, CCTV, etc), Access Controls, Mechanical and HVACR. A breadth of competencies in

# SNOHOMISH COUNTY JOB DESCRIPTION

## FACILITIES SYSTEMS TECHNICIAN

Spec No. 8115

### MINIMUM QUALIFICATIONS (Continued)

Electrical, Power Distribution, Controls, Elevator, Fire Alarm, Boiler, Sprinkler, Plumbing supported by certifications or licensing issued by a Federal, State, County or Municipal Authority is preferred. Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License.

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

Washington State Electrical License: 01, 06 or 07 (preferred)

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:

- industry-standard practices and vendor-recommended troubleshooting and repair procedures
- buildings and infrastructure systems including structural, building envelope, wall/floor/ceiling, electrical, power distribution, telecom/data-com, mechanical, plumbing, access controls, life safety, and vertical transportation
- predictive maintenance including vibrations analysis, infrared, oil analysis, eddy current, etc.
- Practices, tools, equipment and materials used in the electrical and electronic trade
- electronics, programmable logic controls and audio/video theory
- mechanical and electrical locking and signaling systems and keyways
- principles, methods, tools and equipment to install, test, maintain and repair electronic equipment
- technical design specifications
- integrated network connected systems, alarm systems, CCTV, fire and security systems
- safety regulations and the hazards associated with the 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
- how to solve technically complex problems
- tools, methods and procedures utilized in the various skills required to maintain facilities

# SNOHOMISH COUNTY JOB DESCRIPTION

## FACILITIES SYSTEMS TECHNICIAN

Spec No. 8115

### KNOWLEDGE AND ABILITIES (Continued)

Knowledge of:

- work standards needed within correctional facilities
- AED, CPR and first aid methods and techniques

Ability to:

- manage the workloads and schedules of subordinate technicians and contractors via group planners and coordinators
- identify customer requirements and define scope
- demonstrate leadership skills
- design and/or specify systems and products
- research suitable solutions to complex systems
- prepare product documentation, write reports and give presentations
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds
- diagnose and troubleshoot routine electrical and electronic problems and perform needed repairs
- perform root cause analysis using standard industry tools
- read, understand and follow safety rules and regulations, blueprints, and work requests
- problem solve to analyze issues and create action plans
- take corrective action in a win-win manner
- maintain the self-confidence and self-esteem of others
- adapt to changing priorities
- meet deadlines and schedules
- communicate effectively orally and in writing
- lead by example and set priorities
- fill in for supervisor as required
- work as part of a team
- perform skilled work in a number of different commercial building and construction trades areas
- diagnose, troubleshoot and repair complex commercial electrical, HVAC, mechanical, and plumbing problems
- read, interpret, and work from a variety of equipment manuals, blueprints, drawings, sketches and work orders
- 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

# SNOHOMISH COUNTY JOB DESCRIPTION

## FACILITIES SYSTEMS TECHNICIAN

Spec No. 8115

### 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.

### 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. Some of 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. Employee may be required to report to work at different sites.

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: July 2010  
Revised: September 2015  
EEO Category: 8 – Service Maintenance  
Pay Grade: 240 – Classified Pay Plan  
Workers Comp: 1501 Hazardous