

SNOHOMISH COUNTY JOB DESCRIPTION
PARK MAINTENANCE SYSTEMS TECHNICIAN

Spec No. 8119

BASIC FUNCTION

To provide advanced system maintenance, installation, planning and quality control expertise in a multiple facility environment within a public sector operational setting. Leads complex building maintenance projects to ensure resources are fully utilized in the most efficient way. A journey 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, irrigation, plumbing, and HVAC.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Ensures the integrity of county building systems, by coordinating and prioritizing the needs of department within equipment, building and budget constraints.
2. Develops and leads 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 building maintenance 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 personnel to their supervisor.
6. Develop and implement programming and scripting for a variety of programmable logic controls related to security systems, access controls, irrigation 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.
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.

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PARK MAINTENANCE SYSTEMS TECHNICIAN

Spec No. 8119

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Designs, plans, implements, and troubleshoots electrical, mechanical, security systems, networking systems, electronic surveillance cameras and systems, and any other electronic systems as required for the facilities. Provides preventive maintenance to reduce equipment downtime and energy efficiency. Evaluates technical adequacy and liability of department systems.
10. 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. 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.
12. Identifies and maintains inventory of critical components to minimize operational downtime.
13. 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

14. Creates and implements building maintenance software solutions and SQL databases that benefit the department's goals; additionally, provides updates, support, and furthers the growth of the solutions.
15. Provides technical support for assigned systems across the department; and may aid in updating and supporting departments current or future technological solutions.
16. 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. Must pass job related tests.

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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.

PREFERRED QUALIFICATIONS

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 Electrical, Power Distribution, Controls, Elevator, Fire Alarm, Boiler, Sprinkler and Plumbing supported by certifications or licensing issued by a Federal, State, County or Municipal Authority.

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
- understanding of scripting, programmable logic, and other machine languages that pertain to essential task
- 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

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PARK MAINTENANCE SYSTEMS TECHNICIAN

Spec No. 8119

KNOWLEDGE AND ABILITIES (Continued)

- 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
- 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
- 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
- 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
- operate personal computer and use software programs relevant to duties
- develop and maintain effective working relationships with contractors, department staff and governmental agencies

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PARK MAINTENANCE SYSTEMS TECHNICIAN

Spec No. 8119

KNOWLEDGE AND ABILITIES (Continued)

- 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
- perform all duties in accordance with established safety procedures

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

This position reports to an administrative supervisor. Functional lead for automated park maintenance systems. Works with high level of independence. 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.

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 Irrigation systems for multiple county buildings, and properties as assigned.

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. Employees are exposed to a variety of hazards such as working near traffic, equipment and high-voltage power plus exposure to dust, fumes, grease, refuse, hazardous materials, bodily fluids and inclement weather.

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](#)

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Class Established: May 2013
Revised: January 2016
EEO Category: 7 – Skilled Craft Workers
Pay Grade: 239 – Classified Pay Plan
Workers Comp: 1501 Hazardous