



CLASS SPECIFICATION

Class Title: Journey Maintenance Specialist
Department: County-wide
FLSA: Non-exempt

Class Code: 1172
Eff. Date: 01/06/16
Grade: 19
Revised: 02/07/2020

GENERAL PURPOSE

Under the general guidance and direction of an administrative authority, performs a variety of complex and skilled duties in the maintenance of county facilities and grounds.

EXAMPLE OF DUTIES

Acts as a lead worker to Building Maintenance Worker I/II's, custodians, and inmate workers; assigns work to staff; monitors work to assure proper completion.

Performs carpentry work in remodeling and maintaining facilities.

Maintains the operations of commercial electrical systems (may include security electronic systems, fire alarm system, closed circuit TV system, and emergency generator); reviews systems to determine proper operation and provides basic maintenance as necessary.

Maintains the operation of commercial mechanical systems; reviews systems to determine proper operation and provides basic maintenance as necessary. Performs maintenance on the following: commercial heating and air conditioning systems, fire sprinkling system, fuel system, commercial boiler, water softeners, commercial plumbing and ground sprinkler systems. Performs electrical maintenance in a commercial environment and repair functions; repairs light fixtures, switches and motors.

Determines proper maintenance contractors to address major maintenance concerns; contacts contractors to schedule maintenance; reviews maintenance agreements or contracts.

Reads and interprets commercial blueprints, sketches, and schematic diagrams, job orders and various plans as necessary to perform assigned tasks.

May perform a wide variety of welding and metal fabrication work.

Orders and maintains supplies, equipment, and inventory.

Responds to department requests for setting up rooms for functions (i.e., meetings, training, and other events), moving equipment and cleaning up after functions have adjourned.

Assists in the following duties: snow removal, landscape maintenance, outdoor lighting, painting, carpentry, and custodial functions.

Maintains saws, drills, and other hand and power tools and equipment.

Operates County equipment, tools, and vehicle in a safe and respectful manner.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation (or equivalent) plus six (6) years of full-time directly related experience in industrial or public facility maintenance, two (2) years of which must include specific journey level experience in one of the following trade areas: plumbing, electrical, carpentry, heating/air conditioning (HVAC), welding or a related building trade industry; an acceptable combination of education and experience may be considered.

Career Ladder: This position is part of a career ladder job series; incumbents may be eligible for career ladder advancement to a Journey Maintenance Specialist on his/her eligibility date after meeting the minimum requirements for the position if recommended by his/her supervisor, and approved by the Department Administrative Officer.

2. Other Requirements:

Requires a journey level license as an electrician (may be Journeyman or Master Electrician) **or** a plumber (may be Journeyman Plumber or Master Plumber). Journey license must be issued by the Utah Division of Occupational and Professional Licensing.

OR

Must possess a certification in at least one of the following trade areas: carpentry, HVAC, or welding.

Obtain a forklift certification within six (6) months of hire date as required by the position.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Working knowledge of: commercial steam and/or hot water boiler systems; cleaning methods,



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materials and equipment; commercial heating and cooling systems; carpentry, commercial plumbing and electrical maintenance and repair techniques; building support systems; grounds maintenance; welding and metal fabrication.

Skill in: proficient use of hand and power tools common to building and grounds maintenance; operating a forklift, tractor, skid loader, and related vehicles and equipment as required by the position.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: oversee and inspect the work of others; interpret, read and work from sketches, diagrams and blueprints; prepare cost estimates of time and materials needed for maintenance and repair work; perform general maintenance and repair duties; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, other employees, other agencies and the general public.

WORKING CONDITIONS

Lift, carry and otherwise move objects weighing up to 100 lbs.; ascend/descend ladders, stairs, ramps; use manual and power hand tools requiring a high degree of dexterity; work in inclement weather conditions. On occasion, work extended hours including early mornings, evenings, weekends, and holidays; respond to emergencies as directed.

Positions located in the Davis County Sheriff's Office work with and around inmates. Employees must use sensory perceptions of seeing, hearing, and smelling in order to be alert and aware of their surroundings at all times. Employees must be able to detect and discern emergency and/or threatening situations in the jail facility.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

Approval Information

Date: 03/05/2020

Department Approval: Mitch Matern; Lane Rose

HR Generalist Approval: Jessica Weaver

Classification Approval: Marina Brito