Building Technician III, Electrical

Information

Pay Range (Grade)	H400
Other Compensation Offered	Overtime,Compensatory Time
Employment Type	Full-Time, 40 hours per week
Organization	Public Works - Facilities - Building
Location	Maintenance Center
Reports to	Facilities Supervisor
Leadership Duties	No
Competency Group	Trades

Summary

As the Building Technician III you will perform basic maintenance and repairs to electrical systems in accordance with all applicable industry standards, laws and regulations. Under the direction of a Lead Electrician or Facilities Supervisor, you will apply your electrical knowledge and skills to provide services to all County buildings. We are looking for a well-rounded individual with a basic level of electrical knowledge.

Essential Duties

- Perform basic maintenance services related to electrical systems. Test, troubleshoot, make basic repairs and perform preventative maintenance, as needed.
- Assist with visual and operational inspections, tests, and troubleshooting
- Assist other Electricians with projects and repairs. Perform other trades duties, as needed.
- Inspect electrical systems. Perform basic electrical repairs and installations.
- Collect and record data using a Computerized Maintenance Management System, including logging daily work and preventative maintenance tasks.
- Follow all established safety rules and regulations. Maintain a clean, orderly, and safe work environment.
- Complete assigned work in a timely fashion. Accept feedback.
- Demonstrate an ability to collaborate and a willingness to learn. Participate in a supportive work environment.
- Exhibit integrity, ethics, and fiscal responsibility.

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Skills

- Electrical Systems Maintenance and Repair (Introductory)
- Electrical Code (Introductory)
- Hand and Power Tools (Introductory)

Competencies

Service Excellence - Level 2

Definition: Providing service excellence to internal or external clients.

- Follows up with clients during and after delivery of services to ensure that their needs have been met.
- Keeps clients up-to-date on the progress of the service they are receiving and changes that affect them.
- Maintains service to clients during critical periods.
- Addresses clients' issues in order of priority.

Decision Making - Level 2

Definition: Using critical thinking, good business sense, and organizational values to make decisions involving varying levels of risk and ambiguity.

- Applies guidelines and procedures that require some interpretation in dealing with exceptions.
- Makes straightforward decisions based on information that is generally adequate.
- Compares the importance of various factors on specific aspects of an issue.
- Recognizes when analysis is sufficient to proceed with making a good decision.
- Identifies potential implications of own decisions.

Collaborating with Others - Level 2

Definition: Working together with others in a cooperative and supportive manner to achieve shared goals.

- Initiates collaboration with others.
- Assumes additional responsibilities to facilitate the achievement of team goals.
- Seeks input from others on matters that affect them.
- Anticipates when others might require assistance, providing it before they ask for it.

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Safety Focus - Level 2

Definition: Identifying hazardous or potentially hazardous situations and taking appropriate action to maintain a safe environment.

- Makes recommendations to improve safety and promote a healthy environment.
- Identifies potentially unsafe conditions and hazards.
- Corrects unsafe conditions.

Quality Focus - Level 2

Definition: Following procedures to ensure high quality output; solving quality problems or notifying others of quality issues.

- Names key quality metrics in own area of work.
- Works at a level that consistently meets and often exceeds quality standards set by the organization.
- Seeks opportunities to improve how work is done, raising the quality of the output.

Continuous Learning - Level 2

Definition: Identifying and addressing learning and developmental needs to enhance own performance.

- Requests additional feedback to clarify learning needs.
- Follows-up on issues to maintain knowledge and skills.
- Seeks coaching in areas where techniques are rapidly evolving.
- Seeks to continually acquire and apply new knowledge and learning to improve job performance.

Fostering Communication - Level 2

Definition: Listening and communicating openly, honestly, and respectfully with different audiences, promoting dialogue and building consensus.

- Recalls others' main points, taking them into account in own communication.
- Checks own understanding of others' communication (e.g., paraphrases, asks questions).
- Elicits comments or feedback on what has been said.
- Maintains continuous, open and consistent communication with others.

Planning and Organizing - Level 2

Definition: Making and executing plans to reach goals that support organizational success.

- Identifies who needs to be involved and when.

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- Considering group members' skills, needs and, if possible, preferences when identifying each person's responsibilities.
- Sets timelines and work steps.
- Monitors progress and use of resources (e.g., people, supplies, money).
- Makes needed adjustments to timelines, steps, and resource allocation.
- Plans the accomplishment of next steps.

Problem Solving - Level 2

Definition: Identifying problems and their solutions.

- Identifies straightforward, practical solutions, when predefined solutions are not applicable.
- Selects solutions to basic problems, considering predefined options and using clear criteria/procedures.
- Verifies that problems have been solved.

Education and Experience

- High school diploma or general education diploma (GED)
- One or more years of related experience
- A comparable amount of education and experience may be substituted for the minimum requirement.

Licenses and Certifications

Required

- Valid driver's license

Working Conditions

- Frequent exposure to potentially adverse environmental conditions, including, but not limited to, chemicals, noise, and airborne particles.
- Occasional exposure to potentially adverse weather conditions.
- Frequent physical activity: lifting and carrying over 50lbs, climbing ladders and steps, standing/walking, pushing/pulling, bending, reaching, squatting, stooping, and related activities.

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- Must wear appropriate PPE as required.

Additional Information

- Must supply tools for use on job.
- Requires criminal background check as condition of employment.
- May be required to work outside of standard hours.

Please note that this job description is not intended to provide an exhaustive listing of tasks, activities, or responsibilities required of the employee in this role. Tasks, responsibilities, and duties may change without notice.

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