

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Facilities and Maintenance Technician
Job Code: 8076
Pay Grade: 34
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Performs general maintenance work for court facilities, property and office work environments, and may perform general cleaning of court facilities and property. Assembles, moves, installs, repairs and cares for equipment and furniture, and receives, warehouses, inventories, issues and delivers materials and supplies,.

ESSENTIAL FUNCTIONS:

- Responds to customer service maintenance work orders to troubleshoot and repair courthouse equipment, such as recorders, microphones, copiers, and facsimile machines and furniture and furnishings.
- Performs light maintenance work such as painting, equipment and furniture repairs, and assist County facilities maintenance workers with light plumbing and electrical repairs.
- Performs regular inspections of courtrooms, Judge's chambers, and other court facilities to note deficiencies or malfunctions and make and/or schedule needed repairs.
- Sets up and prepares meeting and conference rooms to include furniture re-configuration, audio/visual equipment, and general cleaning.
- Performs regularly scheduled maintenance of furniture and equipment to promote the efficient usage of equipment and the longevity of furniture.
- Performs workplace modifications to install ergonomic engineering devices in a workstation environment on wood and metal furniture and furniture systems.
- Receives requests for office equipment and supplies, and orders standard office supplies using an automated court purchasing system for court employees or divisions.
- Verifies the receipt of deliveries to insure the accuracy of the delivery, correct quantity, and condition of the material and/or equipment delivered.
- Takes physical inventory of capital assets, keys and supplies.
- Relocates desks, file cabinets and other furniture to various locations throughout the courthouse and satellite offices.
- Lifts and removes heavy boxes and items from shelves, bins, and carts.
- Operates a variety of office equipment such as computers, facsimile machines, photocopiers, calculators, television monitors, videotape cassette recorders, and overhead projectors.
- Operates motor vehicles to make deliveries, to pick up and distribute supplies, materials, and equipment.
- Performs regular clean up of facilities grounds and landscape.
- Maintains the facilities to be clean, sanitary, and safe for usage by employees and the

public.

ADDITIONAL RESPONSIBILITIES/ DUTIES:

- Receives, unloads and stocks supplies, materials and equipment.
- Prepares various forms for reasons such as ordering supplies or the completion of work requests.
- Files and maintains various records, logs, and documents.
- Assist with the set-up and tear down of audiovisual and training equipment in conference rooms.
- Performs key operator duties for copiers and fax machines, and maintains shredder, as required.
- Performs all duties in a manner to maintain a safe work environment.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of hand and power tools, and the safe operation of tools to comply with OSHA standards.
- Must have knowledge of lifting techniques in order to move heavy furniture and equipment safely without injury and damage to items or surroundings.
- Must have knowledge of and trade skills for maintenance activities to include drywall repairs, painting, floor covering, and basic electrical and plumbing knowledge.
- Must have a mechanical aptitude towards maintenance, repair and installation of furniture and equipment.
- Must have knowledge of methods and procedures used in the ordering, storing, and handling of warehouse stock.
- Must have the skills in operating various office equipment such as a desktop computer, videotape recorders, overhead projector, and a variety of hand and power tools.
- Must have the ability to follow verbal and written instructions, complete routine forms and maintain records and logs.
- Must have the ability to effectively communicate with others, develop collaborative relationships, and possess strong customer service skills.

MINIMUM REQUIREMENTS:

A High School diploma or equivalent G.E.D. and two years of experience related to facilities maintenance, and/or the moving, installing, repairing and caring for equipment and furniture. Any equivalent combination of experience, training and/ or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona driver's license at the time of appointment. Post hire, incumbents may be required to take and pass a Defensive Driving course and Van Training course to perform material delivery and pick-up duties.

PHYSICAL DEMANDS/WORKING CONDITIONS:

On a regular basis will move, lift, and transport heavy equipment, boxes, and furniture weighting fifty pounds or more. The performance of essential functions requires incumbents to stand, walk, bend, stoop, to lift, for extended periods of time, and to move large or bulky objects. The

incumbent will climb a ladder and work at heights of approximately 6 feet. Typically performs duties in an office building, but will be exposed to cold and hot weather conditions infrequently.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Facilities Services Manager. The incumbent will perform duties from written or verbal instructions under general supervision. This position has no supervision responsibilities.

Date: 09/25/12

Revised:

Approvals:

Deputy Juvenile Court Administrator

Date

Juvenile Court Administrator

Date