



Southern Nevada Health District Maintenance Specialist

CLASS CODE	2471	SALARY	\$31.80 - \$44.35 Hourly
ESTABLISHED DATE	March 30, 2025	REVISION DATE	March 30, 2025

JOB DEFINITION

To perform a wide variety of the more complex and routine electrical, plumbing, equipment and general building maintenance and repair functions related to the care and maintenance of Southern Nevada Health District buildings and facilities.

Supervision Received and Exercised

- Receives general supervision from the Facilities Services Manager and serves as lead person for work crews and individuals as directed by supervisor.

EXAMPLES OF ESSENTIAL FUNCTIONS & DUTIES

This job description lists examples of essential duties and requirements of the job and is not all-inclusive.

Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Lead person in a crew responsible for the supervision of staff and completion of job assignments.
- Perform a wide variety of the more complex and routine maintenance repairs and services.
- Install light bulbs, doors, cabinets, paneling, Formica, and bulletin boards.
- Paint interior and exterior walls and cabinets; hang wallpaper and pictures; assemble furniture.
- Set-up and install computer cable as needed; install and repair computer outlets; repair and relocate light fixtures.
- Replace washers, faucets and seals on malfunctioning plumbing equipment; repair leaky faucets and clean clogged drains; install and repair sprinklers.
- Assist in the service and repair the more complex refrigeration units, compressors, and cafeteria and clinic refrigerators.
- Maintain monthly inspection and maintenance of buildings, HVAC roof motors and fans and replace as needed; clean, grease and paint all equipment used in heating and ventilation equipment.
- Maintain efficient functioning of the boiler and water softener; add chemicals or salt as needed.
- Perform welding as needed.
- Assist with maintaining security of property.
- Install and remove telephone and fax lines.
- Install and repair video surveillance cameras.
- Install and repair electronic locks.

- Order computer and fiber optic cables as needed.
- Install, repair and certify computer and fiber optic cables.
- Interact with vendors and outside contractors for locks and cameras.
- Perform related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Education, Training, and Experience:

- High school diploma or equivalent and four (4) years of general building experience. Appropriate journeyman training and/or experience.

License, Certification, or Registration:

- Possession of, or ability to obtain, an appropriate and valid Nevada Driver license within ninety (90) days of employment.
- Possession of, or the ability to obtain, a journeyman's license in at least one of the following trades: Electrical, HVAC, refrigeration, plumbing or carpentry.

KNOWLEDGE, SKILLS, AND ABILITIES

Requirements listed below are representative of the knowledge, skills, and abilities needed. Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.

Knowledge of:

- Advanced principles and techniques of plumbing, painting, electricity, carpentry, HVAC, ventilating systems and refrigeration
- Basic principles of supervision
- Lock smithing including electronic lock systems
- Operational characteristics of mechanical equipment and tools used in the area of work assigned
- Computer network cable properties and limitations
- Troubleshooting techniques in all trade areas
- Standard telephones and internet phone systems
- Tools, equipment and supplies used in providing comprehensive building maintenance services
- Occupational hazards and safety practices necessary in the areas of assigned work

Skill and Ability to:

- Troubleshoot all trades areas, identify problems and implement solutions
- Repair locks, including electronic locks
- Repair plumbing, machinery, electrical circuitry, heating, ventilating, air conditioning and refrigeration equipment of a complex and routine nature
- Work independently in the absence of supervision
- Operate a personal computer and peripherals proficiently
- Layout work assignments, lead crew and complete assigned tasks in a timely manner
- Operate pallet jack and forklift
- Understand and follow oral and written directions
- Program IPS and cellular telephones
- Establish and maintain effective relationships with those contacted in the course of work

- Design office layouts using appropriate software
- Communicate clearly and concisely, both orally and in writing

CORE COMPETENCIES

- **C**ommitment: Provide quality service and collaborate with internal and external partners to achieve mutual goals and strengthen community health.
- **A**ccountability: Fulfill responsibilities and report in a transparent manner to employ capacity in a creative and agile way, embracing good leadership and stewardship principles to achieve long-term sustainability.
- **R**espect: Recognize and appreciate the dignity and worth of every person, regardless of their background, traditions, talents, or skills. Build positive relationships that foster inclusion and belonging for all, ensuring access to services based on needs.
- **E**xcellence: Pursue quality and innovation from our policies and systems to our services and interactions. Embrace the pursuit of excellence and a culture of improvement in interactions with patients, partners, and stakeholders.
- **S**ervice: Strive to provide an exceptional experience for everyone through accessible, compassionate services to our patients, clients, co-workers, and communities.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Working Conditions:

- Travel from site to site
- Some exposure to dust and noise
- Some heavy lifting, standing and climbing
- May work at heights
- Work in varied weather conditions
- May work with hazardous waste materials

ADDITIONAL JOB DETAILS & INFORMATION

- FLSA Status: Non-Exempt
- Bargaining Unit: Eligible
- Pay Assignment: Schedule 21
- Supervisory Classification: No
- EEO-4 Category: Skilled Craft

All required licenses must be maintained in an active status without suspension or revocation throughout employment.

Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification, or to perform administrative or operational support duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency. New employees must complete assigned FEMA Incident Command System training courses as a condition of continued employment within six (6) months from date of hire.

SNHD is an equal employment opportunity employer. Applicants will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status,

ancestry, or national or ethnic origin.