

WASHINGTON COUNTY
Job Description

JOB TITLE: Maintenance Worker

Exempt (Y/N): No	DEPARTMENT: Building & Grounds
DATE PREPARED: December 2008	SUPERVISOR: Building Maintenance Supervisor

SUMMARY:

The purpose of this position is to perform all building maintenance functions for County Buildings and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Open Courthouse and adjacent buildings each morning, turn on interior lights and turn off exterior lights, and check to see that all air conditioners and/or heaters are working.
2. Perform routine maintenance such as changing air and water filters, ballast on lights and fuses. Reset breakers when needed.
3. Maintain Courthouse clock.
4. Check janitorial maintenance and clean up spills.
5. Perform lawn maintenance and other routine functions as needed.
6. Perform minor repairs as needed including painting and small construction projects.
7. Work with contract services, notifying them when repairs are needed.
8. Respond to emergency calls during all hours of the day including weekends and holidays.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School diploma; trade school training and minimum of two years experience in general maintenance and repair. Must be knowledgeable in the use of a multitude of small tools. Knowledge of air conditions and heaters and the general electrical and plumbing layout of County buildings is required.

OTHER SKILLS and ABILITIES:

The incumbent must have ability to read blue prints and have knowledge associated with understanding operation of complex mechanical equipment and construction details. The incumbent must be able to analyze problems and determine best method for repairs. Should possess excellent communication and interpersonal skills, as the incumbent must work with others when completing maintenance duties.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk or hear and use hands to finger, handle, or feel objects/controls. The employee must occasionally climb or balance, stoop, kneel, crouch, or crawl, reach with hands and arms, and taste or smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in high, precarious places, near moving mechanical parts, subjected to fumes or airborne particles, and at risk of electrical shock. Also, this individual may be subjected to outdoor weather conditions in the performance of the duties.