



## JOB DESCRIPTION

---

**JOB TITLE:** Maintenance

**DEPARTMENT:** Potter County Maintenance

**SUPERVISOR'S TITLE:** Buildings and Grounds Supervisor

**JOB CLASS:** Union Class III, Level 3

---

### PART-TIME MAINTENANCE

#### GENERAL DESCRIPTION

A Maintenance position is a skilled worker in several trades including routine care of public buildings and surrounding grounds. The Maintenance position performs various skilled and semi-skilled tasks in the repair and maintenance of machinery, buildings and equipment.

#### ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

Work involves primary responsibility for proficiency in several trades, with working conditions and the degree of lead work exercises differing according to the location and nature of assignments. A Maintenance worker exercises technical independence in determining work methods and procedures and receiving assignments orally or through written instructions. Review of work is received from administration superiors through inspections and discussions.

THE PRIMARY DUTIES OF THIS POSITION ARE TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Repair any County property that may be damaged or in need of general updating/repair;
- Assist in minor electrical repairs;
- Perform repairs on structures, such as building forms, finishing concrete, repairs and general yearly maintenance to roofs;
- Perform ground maintenance and other grounds related to work as required;
- Operation of construction equipment when required;
- Other duties/responsibilities as assigned and/or requested.

GENERAL RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED, TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Assist with install and maintain plumbing fixtures, heating and cooling equipment, which includes: measuring, cutting, threading and installing pipe for specific jobs;
- Make repairs to roofs, installs flashing and spouts;
- Paint and decorate interior of buildings, including installing temporary partitions, moving furniture and/or office equipment, delivering supplies and storing boxes;
- Assist in operating and cleaning the boiler room(s);
- Keep buildings supplied with necessary paper products and cleaning materials;
- Perform general janitorial and custodial duties when necessary;
- Maintain records for maintenance department (including inventory of supplies, tools and equipment);



## JOB DESCRIPTION

---

- Attend Safety committee meetings, training classes, or any other meetings pertinent to the maintenance field;
- Other responsibilities and/or duties as assigned or requested.

### **QUALIFICATION REQUIREMENTS**

#### KNOWLEDGE AND ABILITIES:

- Knowledge of methods, materials, tools and practices used in at least two of the building, electrical or mechanical trades;
- Knowledge of the occupational hazards and safety precautions of the trades involved;
- Ability to correctly operate machinery and tools owned by the Potter County Maintenance Department;
- Skill in the care and use of tool and equipment used in trades involved;
- Ability to detect defects in equipment and to make proper repairs or adjustments;
- Ability to interpret and work from pencil sketches and diagrams;
- Ability to exercise care in the use of cleaning materials for different types of building surfaces;
- Ability to learn the materials, methods, and practices used in custodial work.

#### EXPERIENCE AND TRAINING:

- High School diploma or equivalent;
- Effective time management, organizational and problem-solving skills;
- Effective interpersonal and conflict resolution skills.

#### PHYSICAL REQUIREMENTS:

- Ability to work under and meet deadlines;
- Ability to endure long periods of heavy lifting, digging and other manual labor tasks.
- Sufficient physical strength to work at custodial/maintenance tasks;
- Ability to frequently stand for long periods of time and to walk in uneven terrain;
- Normal manual dexterity and hand-eye coordination;
- Corrected hearing and vision to normal range;
- Verbal communication.

#### **HOURS:**

Monday – Friday      7:00am – 3:30pm with ½ hour (unpaid) for lunch  
Not to exceed 1560 hours a year; Hours will be set by the Maintenance Director.

#### **PAY RATE AND BENEFITS:**

Pay rate is based on the union contract.