



# Grand County

## Job Description

<b>Title:</b>	Facilities Maintenance Worker	<b>Job Code:</b>	1807
<b>Division:</b>	Operations	<b>Effective Date:</b>	09/2017
<b>Department:</b>	Facilities Maintenance	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs a variety of **entry level semi-skilled and unskilled duties** as needed to clean and complete technical maintenance and repairs of county buildings and grounds.

### SUPERVISION RECEIVED

Works under the general supervision of the Facilities Manager or Facilities Maintenance Technician/Lead.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

**Operations & Projects:** Performs a variety of custodial and maintenance tasks at the courthouse, library, old library, Star Hall, and other county managed buildings and grounds; sweeps, dusts, vacuums, scrubs, polishes, washes windows, changes light bulbs, removes garbage, and biological waste in all county facilities; inventories and orders cleaning supplies, restocks supplies in public areas and maintains and repairs cleaning equipment.

Performs outdoor duties including, i.e., maintains and performs upkeep on paved paths and transit hub; maintains grounds of the courthouse and other county owned buildings and properties; performs watering, repair of watering systems, mowing lawns, edging, trimming, planting, fertilizing, weeding, insect control and snow and ice removal.

Performs a variety of tasks in the Grand County Jail including maintenance of plumbing and electrical; technological door and lock system; removal and disposal of biological waste; commercial kitchen equipment; air intake system; perimeter fence and yard areas; switchboard and relay system; security, emergency and communication systems.

Performs other duties which may include a wide variety of emergency and non-emergency maintenance tasks; such as routine plumbing, electrical, flooring, ceiling, wall, and roof repairs, cooling system repairs, billboard and sign repairs, painting, light construction, and other repairs; assists in washing, vacuuming and keeping county vehicles clean.

Performs office work which may include typing, filing, copying, faxing, internet research in reference to repairs and maintenance.

Assists other county departments with maintenance related tasks which may include restocking of supplies, hauling or moving furniture or equipment and burning and/or disposal of confidential county documents.

Detects and eliminates or minimizes safety hazards.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience
  - A. Graduation from high school;
  - AND
  - B. Sufficient experience to demonstrate an aptitude or ability to perform above and related tasks;
  - OR
  - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Working knowledge** of the methods, materials, and equipment used in building custodial work; safe work practices, and interpersonal communication skills.

**Skilled in** performing various cleaning, disinfecting, and maintenance activities.

**Ability to** clean and maintain assigned areas and equipment; read and interpret labels on chemicals and supplies; operate, use, and care for a variety of building maintenance equipment, including sweepers, wet and dry vacuum cleaners, mop wringers, brooms, mops, waxes, and other cleaning materials and equipment; establish and maintain effective working relationships with fellow employees and those contacted in the scope of work; perform indoor and outdoor manual labor; understand and follow oral and written directions; work independently in the absence of supervision.

3. Special Qualifications:

- Must possess a valid Utah Driver's License.
- Must complete a twelve (12) month probationary period.
- Must successful complete a pre-employment drug screening and background check.
- Must be available and on call to respond to facility alarm systems and emergencies.
- Must be able to move objects weighing up to 80 lbs.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Frequent local travel required in normal course of job performance. Occasionally exposed to high work places, volatile materials, toxic materials, confined work spaces and seasonal extreme changes in weather conditions. Strength of arms, hands, legs, and back required in the performance of essential functions.



**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date \_\_\_\_\_  
(Employee)