



# Grand County

## Job Description

<b>Title:</b>	Facilities Maintenance Worker	<b>Job Code:</b>	1915
<b>Division:</b>	Facilities Maintenance	<b>Effective Date:</b>	09/2017
<b>Department:</b>	Grand Center	<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 the Grand Center facilities and environ. Performs landscaping to ensure attractive surroundings.

### SUPERVISION RECEIVED

Works under the general supervision of the Grand Center Program Director.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

**Operations & Projects:** Dusts, vacuums, sweeps, mops, sanitizes, cleans windows, polishes chrome, buffs floors, shampoos carpet, removes biological waste, orders and restocks supplies, paints, performs minor plumbing repairs, and changes light bulbs and ballasts. Performs related duties as assigned.

Performs landscaping duties for county facilities including: water and irrigation systems repair, winterization and parts replacement, weeds, waters, applies chemicals including fertilizers and weed killers, installs and maintains all plant growth, mows, edges, and trims.

Maintains visually appealing grounds by sweeping/cleaning sidewalks and parking lots of county facilities.

Removes snow and ice and applies de-icing agents to all walk ways and drive ways at county facilities.

Assists with moving, hauling, and storing tables, chairs, office equipment, and books.

Assists with organization and conduction of the county auction of surplus property.

Assists with decorating county properties for Christmas and other holidays.

Performs office work such as internet research pertaining to maintenance and repair tasks.

Assists in washing, vacuuming and keeping county vehicles clean.

Empties trash containers located inside and outside county buildings.

Sets up room for events per rental's specifications.

Sets up for senior lunches and activities.

### 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.

May occasionally be called to work after normal business hours to assist in resolution with facility emergencies and for planned events.

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.

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**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)