



Grand County

Job Description

Title:	Facilities Maintenance Worker	Job Code:	2207
Division:	Operations	Effective Date:	09/2017
Department:	OSTA	Last Revised:	

GENERAL PURPOSE

Performs a variety of **entry level skilled and semi-skilled duties** as needed to ensure efficient and effective facilities upkeep, event coordination, technical support, equipment services, security, exhibitor services.

SUPERVISION RECEIVED

Works under the general supervision of the Arena Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Operations & Projects: Performs a variety of building maintenance work including sweeping, mopping, vacuuming, dusting, scrubbing, waxing and polishing, washing windows, woodwork, doors, desks, walls, ceiling and bleachers, collects trash and disposes of waste; cleans and sanitizes restrooms.

Performs minor repairs and maintenance such as painting, unplugging clogged drains, replacing broken windows, lights, roofing problems or leaks, repair electronic locks, and stall disinfectant and repairs.

Purchases supplies and materials for OSTARC as required for projects, maintenance, event setup and cleaning with reference to the budget constraints in absence of manager; cleans, maintains, and stores tools and janitorial equipment to insure personal safety of other employees/work crews and the general public.

Performs various seasonal duties; shovels snow, maintains outside walks and parking areas, keeps the outside of the premises in an orderly condition; maintains the irrigation system and lawns, waters windbreaks and carries out yearly maintenance cyclic work; winterizes vehicles, building and grounds infrastructure; sets up fields for various sports including line marking, softball plates, soccer goals with nets, and prepare diamonds; waters and levels dirt on arena floor using specialized equipment and/or implements specific to meeting the requirements of the event; moves and sets up rails and guards; maintains OSTARC event marquee and advertises these events in a timely manner.

Operates specialized equipment that is needed for the maintenance, set up and use of the facility including motor cars, trucks, lawn mowers, aerators, fertilizer spreaders, water truck, bucket truck, back-hoe, tractors, tipping trailer, front end loader, fork-lift, roller, grader, and various other hydraulically operated implements.

Prepares for events, activities, and user groups as required, such as the facility's lights, timers, air conditioning and sound system and sets up supplementary equipment for events and activities as needed; locks and unlocks doors per event schedule for early and late events including weekends or holidays as required, and consistently modifies registers and issues combination codes on relevant locks to event holders; oversees and coordinates work crew/contractor activities necessary to support various events and activities.

Checks and services vehicles and equipment with diesel, gas, oil, and coolant levels. Reports present and anticipated mechanical problems; makes minor emergency repairs and adjustments on machinery.

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 duties;
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Some knowledge of the use and care of mechanical tools, use of levels, and testing equipment; standard practices, methods, materials, and tools of mechanical and various maintenance trades; hazards and safety precautions common to equipment maintenance and repair activities; public and employee safety; animal handling, including safety and knowledge of common sicknesses desirable; state statute for equine facilities; standard practices, methods, materials, tools and equipment used in minor building construction, maintenance and repair of equipment; first aid, CPR and basic principles of rescue from confined spaces, such as the arena roof area and sewer manholes.

Skill in the use of office equipment including fax machines, phone systems, computer, security cameras and two-way radio equipment; use of carpentry and mechanics tools, repairs to locks, plumbing, electrical, and painting; use of heavy vehicular equipment desirable; irrigation and water line installation and repair.

Ability to learn follow verbal and written instructions; establish and maintain effective relationships with employees and other departments; communicate effectively, both orally and in writing; prevent damage to lawns etc. by insects, molds, prairie dogs, gophers, rabbits, dogs and horses, etc.; safely use weed eradication chemicals while maintaining the lawns and trees; determine quantities and equipment adjustment for even spread of fertilizer; learn programing of irrigation controllers to water on demand and the programing of the use of solenoids, decoders/valves into the system; sharpen or replace tines on aerator implement as required; adjust mower to seasonal needs.

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. Long hours, including weekend and night work, is required during busy season.

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)