

**POSITION DESCRIPTION
COUNTY OF CASS, INDIANA**

POSITION: Maintenance Level 1/Government & Annex Buildings
DEPARTMENT: Building Maintenance
WORK SCHEDULE: 7:00 a.m. – 3:00 p.m., M-F
JOB CATEGORY: LTC (Labor, Trades, Crafts)

DATE WRITTEN: December 2009
DATES REVISED: August 2018

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Cass County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Maintenance for the Cass County Building Maintenance Department, responsible for maintaining County buildings and grounds.

DUTIES:

Performs visual inspections of assigned buildings, including HVAC, lighting, plumbing, and electrical. Performs necessary maintenance/repairs, such as cleaning and lubricating parts, replacing worn/defective hoses, belts, and filters, changing light bulbs, adding/replacing outlets or breakers, and repairing/replacing flush valves, faucets and drains.

Maintains grounds, walkways, parking areas, and landscaping, including sweeping sidewalks, picking up trash, mowing, planting, trimming shrubs, watering lawn and flowers, raking and removing leaves, and clearing snow and ice in winter months.

Move boxes, office furniture, filing cabinets and other items as needed.

Transports recycling to annex building as needed.

Completes daily maintenance forms as required.

Operates a variety of tools and equipment in performance of duties, including, but not limited to, hammers, screw drivers, wrenches, drills, air nozzle, air compressor, power saw, driver, ratchets, gauges, steam cleaner, calipers, files, shovels, rakes, weed eater, hedgers, trimmers, ladders, pallet jack, fork lift, man lift, grinder, drill press, belt sander, pressure washer, cutting torch, welding equipment, snow plow, delivery truck and other equipment/tools as needed.

I. SKILLS AND KNOWLEDGE

Working knowledge of and ability to make practical application of Department safety policies and procedures, including OSHA guidelines.

Working knowledge of maintenance practices, building upkeep, and basic carpentry, plumbing, electrical, welding, and sanitation requirements for assigned areas of responsibility. Ability to analyze and diagnose causes of mechanical and electrical malfunctions and complete related maintenance and safety measures as required.

Ability to safely operate a variety of tools and equipment in performance of duties, including, but not limited to, leaf blower, power saws, hammers, screw drivers, wrenches, drills, air nozzle, air compressor, driver, ratchets, gauges, steam cleaner, calipers, files, shovels, rakes, weed eater, hedgers, trimmers, ladders, pallet jack, fork lift, man lift, grinder, drill press, belt sander, pressure washer, cutting torch, welding equipment, snow plow, delivery truck and other equipment/tools as needed.

Ability to read and interpret detailed blueprints, sketches, specifications, technical manuals, instruments, gauges and dials. Ability to use shop/technical mathematics.

Ability to physically perform maintenance duties, including standing/walking for prolonged periods, moderate to heavy lifting, pushing/pulling objects, bending, crouching/kneeling, reaching, climbing ladders, working in cramped/awkward positions, handling/grasping/fingering objects, and hearing mechanical sounds.

Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time.

Ability to understand, memorize, retain, and carry out oral or written instructions and complete work maintenance forms as required.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain Department information and records according to state requirements.

Ability to obtain and maintain knowledge of developments and/or trends in building maintenance, repair, and preventive care.

Ability to apply knowledge of developments and/or trends in building maintenance, repair, and preventative care.

Ability to occasionally work extended hours, evenings and/or weekends and occasionally travel out of town to pick up parts, but not overnight.

Ability to occasionally respond to emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to a flexible, customary routine, prioritizing work according to maintenance needs/concerns. Assignments and objectives are set jointly by incumbent and supervisor, with incumbent referring to supervisor before undertaking major repair projects or excessive repair costs. Errors in work are primarily detected or prevented through procedural safeguards and reference to technical manuals/specifications. Moderate care and skill are needed to protect tools and equipment and prevent injury to self and others.

Incumbent reports directly to Superintendent.

III. PHYSICAL EFFORT:

Incumbent's duties involve standing/walking for long periods, moderate to heavy lifting, carrying and pushing/pulling objects, reaching, bending, crouching/kneeling, climbing ladders, hearing mechanical sounds, close/far vision, color/depth perception, and handling/grasping/fingering objects. Strain is not prolonged and effort is exerted for short to moderate periods of time, usually in connection to such duties as moving office furniture and clearing snow/ice from walkways.

IV. WORKING CONDITIONS:

Incumbent performs duties in both indoor and outdoor settings and is regularly exposed to hazards normally associated with building maintenance/repair, including heavy machinery and equipment, moving parts, noise, dust, grease, fumes, fuels, confined spaces, heights, toxic chemicals, excessive noise, varying weather conditions and slippery surfaces. Safety precautions must be followed at all times to avoid injury to self or others and protective gear must be worn according to Department policy.

Incumbent occasionally works extended hours, evenings and/or weekends, and occasionally travels out of town to pick up parts, but not overnight. Incumbent occasionally responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Maintenance for the Building Maintenance Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name