



JOB/POSITION DESCRIPTION

Job Title: GENERAL MAINTENANCE EMPLOYEE

Department: Maintenance Salary: \$34,142

Exempt Non-Exempt Hourly

Position Reports To: Maintenance Supervisor

Job Summary

Responsible for performing general maintenance service and repairs for all Grant County owned properties.

Major Responsibilities/Activities

- Maintain county equipment, including HVAC Units, generators, plumbing, carpentry, electrical, etc.
- Maintain County's properties including mowing, snow removal, trimming, clearing and sweeping
- Assist in inspecting fire alarms and sprinkler systems
- Performing maintenance of all County-owned properties including buildings, parking lots, EMS and Highway buildings. Assist contractors on work/repairs Maintenance Department cannot perform.
- Comply and meet all safety precautions and standards in accordance with OSHA and IOSHA.
- Rotate with other General Maintenance staff and Supervisor to be on-call 24/7, 365 days per year.

Minimum Requirements

- High school diploma or GED
- Minimum two (2) years' experience in general maintenance function, including plumbing, HVAC, electrical, carpentry
- Troubleshooting skills

- Ability to work under direction but independently
- Must be available for on-call rotation
- Valid Indiana drivers' license
- Clear driving record in order to be covered under County vehicle insurance
- Must reside in Grant County or an adjacent county

Essential Functions

- Good verbal communications skills.
- Must be able to take direction and use common sense
- Ability to manage time and meet all specified deadlines
- Interact with all employees, elected officials, and department heads on a professional level and demeanor.

Essential Physical Functions

- Must perform the following duties including, but not limited to plumbing and electrical repair, carpentry, painting, mowing, snow removal, salting sidewalks, lock repair, county equipment repair, etc.
- Be able to lift 75 lbs.
- Some duties may require being outdoors in cold or hot weather
- Must be able to climb heights, walk distances, stoop, balance, reach, kneel, bend, and work in tight spaces

Equipment Used

- Must legally and safely operate County vehicles including, but not limited to, automobiles, trucks, plows, tractors, lawn mowers, etc.
- Safely operate tools and equipment related to maintenance performance including, but not limited to power tools, manual tools, ladders, shovels, etc.

Supervisory Responsibilities

- None

Additional Responsibilities:

- Any additional job duty as directed or approved by the Maintenance Supervisor or County Commissioners

12/14/2020