

## Position Description

**Name:** \_\_\_\_\_ **Department:** Central Services

**Position Title:** Building Maintenance Worker II **Pay Grade:** \_\_\_\_\_ **FLSA:** Non-exempt

**Date:** \_\_\_\_\_ **Reports To:** Maintenance Supervisor

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### Purpose of Position

The purpose of this position is to perform building and grounds maintenance and repair tasks during assigned shift for Jefferson County Human Services.

### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Operates and repairs agency HVAC systems. Maintains plumbing and electrical systems.
- Inspects mechanical systems daily; provides routine maintenance.
- Monitors and maintains all emergency fire and smoke detection systems.
- Installs and maintains electronic locksets of buildings.
- Performs building maintenance and repair tasks on equipment. Repairs walls, entrance doors and windows, ventilation fans and appliances. Assembles replacement equipment.
- Provides assistance in staff moves; builds and remodels staff offices as needed.
- Services and maintains Human Services vehicles.
- Maintains and operates lawn/garden tractor. Removes snow and performs lawn care tasks. Trims shrubs and trees. Operates snow removal and lawn care equipment safely and effectively.
- Coordinates fleet vehicle service/repairs and vehicle scheduling requests.
- Installs phone and computer cabling.
- Inventories and distributes office supplies for Human Services and Health Department.
- Acts as security in buildings in potentially volatile situations; maintains doors and swipe card system.
- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.
- Performs other duties as assigned or that may develop.
- Adheres to and promotes safety as a priority in the workplace.

### Additional Tasks and Responsibilities

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

None.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Eighteen months to two years related experience and/or training; or associate's degree; or equivalent combination of education and experience. High school diploma or equivalent required.

### **Preferred Training and Experience Required to Perform Essential Job Functions**

Three years related experience and/or training; or associate's degree and one year experience; or an equivalent combination of education and experience.

### **Other Requirements – Certificates/Licensures**

Valid driver's license.

### **Knowledge, Skills, Abilities**

- Ability to reliably and predictably carry out one's duties.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to operate snow removal and lawn care equipment safely and effectively.

### **Supervision**

None.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; run; climb or balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 25 pounds does generally occur. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position may be called out 24 hours a day or rotate being on call, including weekends and holidays.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee \_\_\_\_\_

Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Human Resources \_\_\_\_\_

Date \_\_\_\_\_