

**Jefferson County
Position Description**

Name:		Department:	Central Services-Maintenance	
Position Title:	Building Maintenance Worker I	Pay Grade:	4	FLSA: Non-exempt
Date:	May 2016	Reports To:	Maintenance Director	

Purpose of Position

The purpose of this position is to assist the Lead Maintenance Worker in the performance of preventative and routine maintenance and repair tasks for Jefferson County Courthouse, Jail buildings, and grounds.

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.

- Installs, operates and performs preventive maintenance and repair on electrical appliances, emergency electrical generating, pneumatics, heating, air conditioning and ventilation (HVAC) equipment and controls, electric motors, video equipment, plumbing equipment.
- Performs or may assist in maintenance and repair tasks on a variety of items, such as hot water heaters, boilers, water softeners, water pumps, plumbing fixtures, kitchen equipment, laundry equipment, jail detention equipment, pods, electronic doors and lighting equipment.
- Performs carpentry work in the alteration, repair and maintenance of buildings and equipment.
- Installs duress buttons, high and low voltage wiring.
- Trouble-shoots phone system wiring.
- Operates snow removal equipment.
- Prepares minor drywall, plaster, or ceramic tile wall repairs and various flooring and roofing repairs.
- Demonstrates dependable attendance.
- Performs other duties as assigned or that may develop.
- Complies with County HIPAA Policies and Procedures, if applicable.
- 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.

- Performs a variety of custodial tasks such as delivery of mail, operating postage meter, wet-mopping floors, etc.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent, with 1-2 years of vocational/technical training in an electrical program and 1-2 years grounds/building maintenance repair experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Other Requirements

Training: Electrical/electronic repair certification desired.

Physical: Ability to climb ladders and lift, push, pull a minimum of 50 pounds.

Work Environment: Works with chemicals and fumes. Required to work in jail setting alongside inmates as well as occasionally work outdoors in unfavorable conditions.

Hours of Work: Typically works weekdays and is on an on-call rotation weeknights and weekend hours.

Background Check: The successful candidate will be required to submit fingerprints as part of an FBI criminal background check and to complete Security Awareness Training.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, 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.

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Employee's Signature

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Supervisor's Signature

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Date

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Date