

# BUFFALO COUNTY

## Job Description

**POSITION TITLE:** Maintenance Worker

**DEPARTMENT:** Buildings & Grounds

**REPORTS TO:** Facilities Director

**SUPERVISES:** \_\_\_\_\_

**PURPOSE OF POSITION:** Performing work involving general, electrical, and/or plumbing maintenance and repair of County buildings and grounds, which may also include, but is not limited to, the installation and maintenance of equipment and utilities.

### **Essential Functions**

- Assist in the preparation of grounds and landscaping by installing and maintaining landscaping, assembling/installing and repairing sprinkler systems, and general upkeep of landscaping, including mowing grass, pulling and/or spraying weeds, trimming flowers, shrubs and trees, and picking up trash and litter for disposal.
- Assist in the winter grounds work including shutting down sprinkler systems, snow and ice removal, either manually or using snow removal equipment, and spreading salts and liquid de-icers.
- Assist with concrete work involving building sidewalks, steps and paving.
- Operate light maintenance equipment and other vehicles, including single-axle trucks, tractors, and mowers in the performance of duties.
- Perform general maintenance, upkeep, and inspections on buildings, grounds, vehicles and equipment, including carpentry, doors/hardware, painting, drywall work, changing light bulbs and filters, moving furniture, etc., and as directed.
- Assist in the installation, repair, and maintenance of electrical fixtures and wires for new service.
- Install and repair plumbing pipes and fixtures.
- Assist in monitoring and maintaining HVAC systems including general repairs and filter/belt changes.
- Take inventory and assist in ordering supplies and equipment, unload supplies and equipment, and maintain storage areas, including maintenance building.

- Inspect buildings and grounds on a routine basis, process work orders through the computer facility management system, and ensure that deficiencies are corrected with the work of buildings and grounds staff or by assisting outside contractors.
- Assist with set up for special events and use of rental facilities.
- Assist and cooperate with other buildings and grounds staff, including maintenance staff and custodial staff, and outside contractors in the performance of day to day duties and responsibilities.
- Perform preventative maintenance on trade tools and equipment as well as on building equipment and fixtures.
- Perform other duties as directed or as the situation dictates.

### **Essential Knowledge, Experience, and Abilities**

- Thorough knowledge of methods, materials, and techniques utilized in repairing and maintaining plumbing, electrical and HVAC installations.
- Thorough knowledge of framing, finish carpentry, masonry work, drywall work, and basic repair to buildings and structures.
- Thorough knowledge of and the ability to care for and safely operate tools and equipment necessary to maintain and repair electrical, plumbing, HVAC, carpentry, and general fixtures and structures.
- Thorough knowledge of and the ability to care for and safely operate light automotive equipment, and light construction equipment, including lifts, skidsteer, lawn mowing equipment and snow removal equipment necessary to perform the job.
- Thorough knowledge of basic mathematics and computer use.
- Ability to read and interpret blueprints.
- Ability to keep simple, accurate records.
- Thorough knowledge of proper chemical use and dilution ratios, and understanding of MSDS information and use.
- Ability to understand and follow oral and written work orders, including use of computer facility management software.
- Ability to establish and maintain positive rapport with supervisors, fellow employees, and the general public while presenting a positive image for the county.
- Ability to maintain both confidential information and a secure environment.
- Ability to work efficiently, plan, and complete duties with minimal supervision.

- Must possess strong human relation abilities, excellent oral and written communication skills and demonstrate leadership capabilities.

### **Essential Education, Certifications, and/or Licenses**

- Must possess a valid state of Nebraska motor vehicle operator's license.
- Requires a high school education or equivalent.

### **Essential Physical Demands and Typical Working Conditions**

- Work requires a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching, and stooping.
- The employee must possess the coordination and manual dexterity necessary to operate hand and power tools and equipment involved in the maintenance and repair of public facilities.
- Work duties require that employee be able to lift, carry, push and pull equipment and supplies weighing up to 75 lbs. safely.
- Work may be performed outdoors year round and in inclement weather and requires the ability to tolerate a work environment that includes contact with acids, dirt, cleaning solvent, and bacteria.
- Work duties require that employee be able to set up, climb, and work off of ladders.

### **Essential Attendance and Availability Requirements**

- Must maintain an acceptable level of attendance, punctuality, and availability as determined by the County; must work such regularly-scheduled hours as are determined by the County; must work any required overtime, weekends, and holidays.
- Must work at the assigned work sites.
- Must travel as required.