

Hall County Building & Grounds Maintenance Facility Worker I

NATURE OF WORK

The maintenance personnel are responsible for skilled work in the operation of basic manual tools, lawn mowers, tractor, and skilled labor as required and other duties as assigned by the Facilities Director. The supervisor or the foreman from our department gives the instructions for the other personnel. The jobs vary with County/State offices.

EXAMPLES OF WORK PERFORMED

Performs electrical, carpentry, and concrete/masonry work as assigned.

Paint building interiors and exteriors as is required.

Perform lawn care such as mowing, trimming, trees and shrub trimming, snow removal on sidewalks and parking lots.

Purchase maintenance and janitorial supplies for assigned buildings.

Repair and maintain the heating, cooling, lighting, water, security, and fire safety systems in all assigned buildings.

Lifting up to 50 pounds moving office furniture or equipment.

Unlock and lock county buildings per schedule.

Make roof repairs, perform general upkeep of the buildings inside and outside.

Performs any and all other related duties as assigned by all Administrative Superiors

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of building repair and maintenance methods and procedures.

Knowledge in plumbing, electrical, concrete, carpentry.

Knowledge on the following vehicles or equipment: swinger, tractors, bucket truck, grinder, electric saw, and other equipment.

Knowledge of chemicals used and how to read the material data safety sheet.

Skills in the operation of lawn equipment, fertilizer, application equipment and snow equipment.

Knowledge of the heating and air conditioning units.

Knowledge of trustee guidelines and restrictions.

Ability to carry out written and oral instructions on varied jobs.

Ability to work and communicate well with other departmental and personnel and co-workers.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school and experience in one or more of the building trades.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent and some experience in one or more of the building trades or any equivalent combination of training and experience which provides the identified knowledge, skills and abilities.

NECESSARY SPECIAL REQUIREMENTS

Must have a valid State of Nebraska driver's license.

Ability to obtain a CPR certification card.

Approved by: _____ Date: _____