

FOREST COUNTY MAINTENANCE DEPARTMENT

Position Description

Position Title: Lead Building Maintenance Worker

Reports to: County Clerk & Public Property Committee

FLSA Status: Nonexempt

County Status: Regular Full Time Employee (40 Hour Work Week; overtime may be required)

Pay Grade/Pay Structure: \$19.24-\$21.36 per hour base wage-(possibly more depending on experience)

I. Position Summary:

Supervises and performs all custodial and light maintenance duties in the Courthouse, the Jail, ADRC, and occasionally the Highway Shop. Supervises maintaining the Courthouse, ADRC, & Fair Grounds. The duties will vary from day to day depending on the needs of the County and various departments.

II. Essential Functions and Primary Duties:

- Supervisors, trains, and assigns job duties for other maintenance/janitorial workers.
- Plans and prepares scheduled maintenance and repairs of equipment, grounds and buildings
- Performs preventative maintenance and minor repairs on equipment including air conditioning and heating equipment, ventilating equipment, motors, pumps and generators.
- Performs minor plumbing work such as repairing faucets, valves, water heaters, sinks and similar work.
- Maintains electrical fixtures such as replacing light bulbs, replacing light switches and receptacles, changing lighting fixtures, service wires; and related items.
- Oversees and assists in painting walls, ceilings, windows, etc. as needed.
- Routine checks and fixing of safety hazards and repair problems- Major repairs reported to Finance/Public Property.
- Schedules and assists in performing outside grounds maintenance work such as lawn mowing, snow removal, tree and shrubbery trimming and window washing.
- Oversees and assists in providing care for deer at Courthouse facility.
- Orders equipment, parts, supplies as needed and run errands as needed.
- Assembles new furniture and office equipment.
- Oversees and ensures all safety measures are taken and followed by all maintenance staff.
- Any other duties that may arise that are within the scope of expertise of Lead Worker or as assigned by Committee and County Clerk.

III. Supervisory Responsibilities and Additional Responsibilities and Duties

- Assist County Clerk and Public Property Committee with planning, assigning and directing work; addressing complaints and resolving problems.
- Prepares specifications for supplies and contracted maintenance which includes all Courthouse building services (to include, but not limited to HVAC, Fire alarms, and other Safety systems, elevators, telephone, and security systems)
- Performs errands out of the building, such as pick-ups and deliveries
- Moves and lifts office equipment

- Sets up tables and chairs and rearranges furniture as necessary for scheduled meetings and programs throughout the building.
- Regularly inspects building, facilities and equipment
- Secures building at the end of shift..

IV. Physical Demands and Work Environment

The duties will vary from day to day depending on the needs of the County and various departments, which will include a need for frequent reaching, bending, kneeling, crawling, climbing stairs, climbing ladders, using power tools, pressure washer, use of chemicals and working with arms extended at shoulder level and above shoulder height. This job also includes lifting and carrying of tools and supplies. The need to lift heavy objects which may be as heavy as 100 pounds.

V. Minimum Qualifications

Education: High school graduation or equivalent is required.

Experience: Prior experience in the field of Maintenance work and Supervision preferred. HVAC certification preferred/Experience accepted- willingness to be trained or go to trainings to become certified

Skills, Knowledge and Abilities:

- Must have considerable knowledge of building and grounds upkeep and methods.
- Knowledge of proper safety precautions and procedures in all facets of maintenance and grounds upkeep.
- Must have a general knowledge of cleaning and maintenance methods and the use of cleaning equipment and supplies such as hand and power tools in performing building and grounds upkeep.
- Ability to perform moderately heavy manual work.
- Must be well organized and able to carry out responsibilities with minimal direction and supervision.
- Ability to follow oral and written instructions.
- Ability to work with other departments in coordinating maintenance work orders and requests.

Licenses and Certifications: Must possess and maintain a valid Wisconsin driver's license, and maintain minimum county insurance requirement.

Forest 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 employees and incumbents to discuss potential accommodations with the employer.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

Approvals: Approved by Personnel Committee on January 30, 2017

Department Head: _____ Date: _____