

FOREST COUNTY MAINTENANCE DEPARTMENT

Position Description

Position Title: Building Maintenance Worker

Reports to: Maintenance Supervisor

FLSA Status: Nonexempt

County Status: Regular Full Time Employee (40 Hour Work Week; required to work weekends)

Pay Grade/Pay Structure: \$16.88-\$20.00 per hour

I. Position Summary:

Performs semi-skilled work involving all facets of buildings and grounds maintenance and the daily cleaning and maintenance of all County owned properties. Performs other duties as required.

II. Essential Functions and Primary Duties:

- 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, pumps, and similar work.
- Able to wash and replace a/c coils and belts .
- Ability to work on commercial equipment, not limited to filter changing, replacing belts on power roof vents and working on commercial laundry equipment.
- Maintains electrical fixtures such as replacing light bulbs, replacing light switches and receptacles, changing lighting fixtures, service wires; and related items.
- Paints walls, ceilings, windows, etc. as needed.
- Assists in checking for safety hazards and reports hazards and major repairs needed to supervisors.
- Performs outside grounds maintenance work such as lawn mowing, snow removal, tree and shrubbery trimming, snow shoveling, and window washing.
- Provides feed and water deer and necessary paperwork at Courthouse facility.
- Orders equipment, parts, supplies as needed and run errands as needed.
- Responsible for locking of doors and buildings when there are not meetings.
- Other duties as assigned within the scope of responsibility and skill requirements for the job.
- Job requires following a preventative maintenance schedule.

III. Physical Demands and Work Environment

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

The employee must regularly lift and /or move up to 50 pounds, and occasionally lift and/or move up to 75 pounds.

IV. Minimum Qualifications

Education: High school graduation or equivalent. Must be able to pass a criminal background check to perform work in the Forest County Jail.

Experience: Demonstrated knowledge in the basic techniques of general electrical repair, carpentry and grounds maintenance.

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 maintenance methods and the use of 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 requirements.

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: _____, 2021.

Department Head: _____ Date: _____