

CLAY COUNTY JOB DESCRIPTION

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|------------------------|----------------------------|---------------|------------|
| Position Title: | Maintenance II | FLSA: | Non-Exempt |
| Department: | Facilities Management | Level: | 15 |
| Reports To: | Facilities Maintenance III | | |
| Date: | July 2005 | | |
| Revised: | July 2014 | | |

General Purpose:

The ***Maintenance II*** position is responsible for performing professional level tasks and assisting other crew members in the construction and maintenance of County owned facilities, infrastructure, and similar tasks. This position reports directly to the Maintenance III positions.

Primary Responsibilities:

- Perform all the essential duties and responsibilities of the Maintenance and Maintenance I positions.
- Perform a variety of additional and progressively more difficult maintenance, new construction, reconstruction/remodeling and repair services as assigned.
- Perform a variety of additional ground maintenance tasks as assigned.
- Complete work orders and accept verbal instructions from the Facilities Management supervisory staff.

Essential Duties and Responsibilities:

- Regularly involved in carpentry, electrical, mechanical, hydraulics, pneumatics, HVAC, plumbing and maintaining facility grounds and equipment using power tools, hand tools, mowers, trimmers, trucks, loads and tractors to complete tasks.
- Complete maintenance assignments that include installation/repair of plumbing, carpentry, painting, concrete, carpet, roofing, communication systems, building and grounds signage.
- Complete grounds assignments that include mowing, edging, trimming grass areas; planting, mulching, staking, fertilizing, trimming trees, and shrubs; cutting, rolling, laying and watering sod; irrigation systems; installing, cleaning out and repairing culverts and drop inlets; picking up, loading and securing debris and trash.
- Assist in new construction layout and installation of electrical and plumbing runs, equipment and fixtures based on job specifications and local codes.
- Assist with underground construction layout and installation; digging up and repairing water lines, irrigation lines, sewer lines; trenching for new water lines and electrical lines.
- Operate and maintain tractors, right-of-way mowers, commercial riding mowers, trimmers, edgers, aerators, seeders, spreaders.
- Perform improvement tasks including repairing, assembling, and installing picnic tables, grills, play structures, trash can holders, fencing, barriers, signs, cleans restrooms, empties trash, bumper blocks, and gates. Make minor electrical repairs to include outlets, install new lighting, maintain existing lighting; changing light bulbs and fluorescent lighting, camper GFIC outlets, etc.
- Perform snow and ice removal including shovels and operating snow blowers, trucks with mounted snow plow blades and sand/salt spreaders, use skid loader with mounted boom or bucket to clear parking lots and walking surfaces.
- Perform road repairs and improvements including loading and hauling rock or hot/cold asphalt mix for patching of holes; filling cracks with asphalt emulsion; installing, repairing and cleaning out culverts, drop inlets.
- Perform preventive maintenance on equipment including changing oil and filter; greasing moving parts; airing up and/or changing tires; sharpening or changing blades, belts, springs, chains,

cleaning by pressure washing or with compressed air; sanding, priming and painting rusted areas.

- Perform general services such as moving file cabinets, office furniture, hanging pictures, delivering items and custodial functions.
- Use variety of hand tools and equipment including electrical tools, hand tools, plumbing tools, carpentry tools, pneumatic tools, metal sheers, tractors, dump trucks, trucks with snow plow, jack hammer, drills, nail gun, sand blaster, airless paint sprayer, skid loader, backhoe, boat, etc.; occasionally required to use heavy equipment and other types of equipment to perform various functions as necessary.
- Check buildings for needed maintenance and repair work per supervisor's schedule.
- Fabricate, produce, and install signs of varying dimensions.
- Fabricate with metal by using electric or gas welders and cutting torch; jack hammer, shovels, rakes, hoes, whips, levers, to maintain grounds and roads; chains saws, pruners, trimmers, bow saws, drills for resetting highway/information signs, cutting bridgeboards or concrete forms.
- Complete repairs to County security devices, such as locks, cameras, fire and intrusion alarm systems.
- Prepare surfaces for painting, performs patch and repair, and paints interior and exterior of County owned buildings/facilities.
- Follow all County and departmental safety rules, regulations, and procedures.
- Assist with the training and mentoring of new employees.
- Perform other duties as assigned and reasonably qualified to perform.

Knowledge, Skills and Abilities:

- Knowledge of electricity sufficient to change light bulbs and florescent lighting.
- Knowledge of generators, basic elevator operations, detention security devices and their repair.
- Working knowledge of modern construction methods and materials.
- Intermediate skill level with personal computers and use of Excel and Word.
- Skill in the use of various hand tools and equipment; performing work according to verbal and written instructions.
- Skill in making minor repairs to office furniture and equipment including wrenches, screwdrivers, drills, snow plows, and snow blowers.
- Ability to meet a regular work schedule as required to complete County business; including, but not limited to, ability to take short notice "after hour calls" as assigned for snow removal or other facilities related operations.
- Ability to work with heavy equipment and other types of equipment to perform various functions as necessary.
- Ability to work outdoor conditions of extreme heat or cold for lengths of time.
- Ability to read and accurately interpret prints and construction drawings.
- Ability to communicate effectively, both orally and in writing; read and write English sufficiently read warning labels, MSDS sheets and equipment manuals and to prepare and turn in handwritten work reports
- Ability to take "after hour calls" as assigned snow removal or other facilities related operations on short notice.
- Ability to interact effectively and courteously with visitors and County staff.
- Ability to independently and safely carry out tasks, duties and responsibilities assigned.
- Ability to pass a drug screening test.
- Ability to handle detailed and stressful situations in an appropriate manner.
- Ability to see with 20/20 corrected vision and see colors clearly.

Minimum Qualifications:

- High school diploma or GED equivalent.
- Must have three to five years of increasingly responsible related work experience, or an equivalent combination of related education and experience including operation of heavy equipment.

- Must have experience in a related field such as HVAC, boilers, plumbing, carpentry, painting, electronics, welding, custodial, or grounds-keeping.
- Legally licensed and insured to drive a motor vehicle and the ability to drive a motor vehicle under normal and inclement weather situations.

Desired Qualifications:

- NASOE or similar licensure or certification.
- Some college courses or certification in a maintenance-related field.
- Valid Class “A” CDL state driver’s license.

Minimum ADA and Physical/Mental Requirements:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate, and prepare a variety of written/typed documents and text materials.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard custodial equipment. Employee should also be able to operate standard office equipment and personal computers.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to lift up to 50 pounds, climb ladders, bend, twist, squat, and kneel in order to perform cleaning functions. Employee should also be able to sit and work at a computer keyboard and work in an office environment.
- Legally licensed and insured to drive a motor vehicle and the ability to drive a motor vehicle under normal and inclement weather situations.

Work Environment:

- May be exposed for prolonged periods to outdoor weather conditions that may vary from extreme heat to extreme cold; and to debris, fumes, odors, airborne particles and dust; may be exposed to the possibility of bodily injury; and may be exposed to toxic or caustic chemicals and other hazardous conditions.

Required Travel:

- The employee is frequently required to travel throughout the County; may be required to travel within and out of state.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Clay County maintains its rights as an “at will” employer and nothing in this job description restricts its ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County’s current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.

Approved By:

Assistant County Administrator – Facilities

Date

Assistant County Administrator – Finance & Administrative Services

Date

County Administrator

Date