

Green County Job Description

Job Title: MAINTENANCE I
Department: SHERIFF
Reports To: SHERIFF and/or DESIGNEE
Grade: 9/Courthouse Payroll Group 9
Status: Part-time 24 hr/week
FLSA Status: Nonexempt Position
Prepared By: Green County Clerk's Office
Prepared Date: December, 2013
Approved By: Personnel and Labor Relations Committee
Approved Date: January 14, 2014

SUMMARY

Under the direction of Sheriff and subordinates to complete various assignments relating to custodial tasks of buildings and grounds as part of normal shift duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Sweeps, mops, vacuums floors, hallways and stairways;
- Cleans restrooms, replacing toweling and other supplies as necessary;
- Operates equipment in mowing lawns and snow removal;
- Climbs ladders and washes exterior and interior windows;
- Checks doors and windows to assure security;
- Moves and assembles office furniture;
- Collects and disposes of refuse;
- Dusts and polishes furniture;
- Shovels snow, mows grass, sweeps sidewalk and performs a variety of grounds maintenance tasks;
- Performs a variety of other cleaning and maintenance tasks as required;
- Stripping, sealing, waxing and buffing of floors
- Painting;
- Operating maintenance equipment and small tools;
- Running generators;
- Replacing light bulbs
- Pulling and routing cables;
- And such duties and responsibilities as may be assigned from time to time.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to climb or balance. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and vibration. The employee is occasionally exposed to extreme cold, wet and/or humid conditions; high, precarious places; and risk of electrical shock. The noise level in the work environment is usually moderate.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed, it is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Green County retains and reserves any or all rights to change, modify, amend, add to or delete from any section of this document, as it deems in its judgment, to be proper.

This job description is not a contract for employment.

Green 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 and current employees to discuss potential accommodations with the employer.

Employee Signature

Date

Supervisor Signature

Date