

**ALL RESUMES AND APPLICATIONS NEED TO BE SUBMITTED NO LATER THAN JANUARY 9, 2015**

**JOB TITLE:** Maintenance Technician/Custodian

**JOB PURPOSE:** Maintain the day-to-day operations and assume responsibility for maintaining the building (inside and outside), landscaping and grounds of Grant County under the direction of the Grant County Board of Commissioners.

**ESSENTIAL JOB REQUIREMENTS:**

- Responsible for the completion of all maintenance services as required
- This job requires exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 15 to 25 pounds of force constantly
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking English, evaluating, mathematics, organizing and innovation
- Schedule and complete county preventative maintenance program contracts
- Coordinate special projects as directed by the Board of County Commissioners
- Assist in monitoring all work being performed by outside contractors
- Responsible for 24-hour emergency maintenance service as required
- Clean and sanitize restrooms/bathrooms using established practices and procedures
- Clean, dust and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; replace light bulbs; refill restroom dispensers
- Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets
- Use and maintain assigned power equipment and hand tools; buffers, scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Wash walls and equipment; use ladders when required in work assignments
- Wash accessible interior and exterior windows; clean blinds
- Lock and unlock assigned buildings; secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights
- Follow instructions regarding the use of chemicals and supplies, using as directed
- Replace washers, faucets and seals on malfunctioning plumbing equipment; repair leaky faucets and clean clogged drains; install and repair sprinklers
- Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs
- Using hand-operated tools or small power equipment
- Using lawnmowers, trimmers and hedging equipment
- Changing oil and filters and greasing all lawn and grounds equipment as required
- Sharpening mower blades and chains on saws as necessary
- Trim and edge around walks, flower beds and walls
- Landscape by planting flowers, grass, shrubs and bushes

- Apply fertilizer to ground to enhance growth
- Shovel snow from walkways and sprinkle ice down to keep people from fallings
- Cut and trim tree limbs that are posing a danger
- Trim shrubs and pull weeds
- Rake, mulch and prune the grounds as needed
- Perform routine maintenance duties such as applying plaster, fixing fountains, monitoring generator and geothermal system and other such duties
- Paint interior and exterior walls and cabinets; hang pictures; assemble furniture
- Move furniture equipment, supplies and tools on as incidental basis
- Assist with the setup of facilities for meetings and events, etc.
- Responsible for alerting the Board of County Commissioners of any unusual occurrence and/or damage that have taken place or that may occur.
- Maintain a professional courteous manner with the public and all vendors, contractors and fellow employees
- Assure safety stands are used which comply with all county, local, City, State and Federal guidelines
- Follow established county policies and those outlined in the Employee Handbook
- Attend to emergencies when necessary
- Attend safety meetings and other related meetings
- Take classes as required in cleaning methods and techniques, new products, First Aid, CPR, and working relationships
- Handle recycling materials
- Obtain Purchase Orders and call in work orders
- Assist with inventory control and security
- Support and enforce all policies and governmental such as One Call
- Perform special projects and other responsibilities as may be determined

**PROBATION TIME:** This job has a 90-day probationary period with 30-day evaluations

**SAFETY:** The employee shall be knowledgeable about, and follow Grant County's safety policies and procedures, as well as State and Federal regulations. They should immediately report and be able to address (i.e. during current shift) any accidents, unusual occurrences, or any other safety-related issues to the County Commissioner and/or Safety Department.

**DRUG TESTING:** Grant County is a Drug-Free Work Place. All employees are subject to the provisions of the Grant County Drug Testing Policy. All job applicants are subject to a post-offer drug screen to determine eligibility for hire.

**BACKGROUND CHECK:** All job applicants are subject to a post-offer background check to determine eligibility for hire. Verification of Social Security Number, current and previous residences, employment history including all personnel files, education, character references, credit history and reports, criminal history records from any criminal justice agency in any or all Federal, State, County jurisdictions, birth records, motor vehicle records to include traffic citations and registration and any other public records.

**NOTE:** The omission of specific statements or duties listed above does not exclude them from the position if the work is similarly, related or a logical assignment to the position. This job

description does NOT constitute an employment agreement between Grant County government and the employee, and is subject to change by Grant County as needs and requirements of the job change.

**EEO:** Grant County is An Equal Opportunity Employer

**POSITION AND SALARY:** The position will be a full-time, salaried position. The employee will be paid 2162.00 per month.

**BENEFITS PACKAGE:** The employee (upon completion of probationary period) will receive county paid health, dental, vision and life insurance benefits.

**WORK SCHEDULE:** 40 hour work week. Monday – Friday 7:45 a.m. – 4:45 p.m. Employee will get 1 hour off for lunch.

**VACATION, SICK LEAVE AND ANNUAL LEAVE:** The employee will receive 13 paid holidays, be awarded 96 hours of leave after one year of employment and immediately earn 4 hours of sick leave per month.

**RETIREMENT BENEFITS:** The employee will immediately be enrolled in the OPERS system for retirement benefits.