

CLAY COUNTY AUDITOR'S OFFICE

JOB DESCRIPTION: BUILDING MAINTENANCE & TECHNICIAN

SUPERVISION: Under general supervision of the County Auditor, performs responsible duties and participates in activities related to the maintenance of county owned buildings, grounds and equipment.

EXPERIENCE: A positive attitude, happy demeanor and a genuine interest in people is necessary. Ability to obtain/maintain a valid driver's license issued by the State of Iowa. Any equivalent combination of training and experience that will have provided the required knowledge, skills and abilities. The ability to communicate clearly, listen carefully and perform tasks correctly, with efficiency. To be organized and focused with the ability to multi-task while being interrupted in the pursuit of daily assignments.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Individuals must possess the following knowledge's, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job:

- Knowledge of modern building maintenance principles/practices including custodial work and repair/upkeep of building equipment, facilities, furniture, and grounds.
- Knowledge of standard practices/materials/equipment used in landscaping, grounds keeping, and snow removal.
- General knowledge of lawn, shrub, tree and plant care
- Knowledge of cleaning chemicals such as detergents, disinfectants, polishes, and finishes.
- Knowledge of preventative maintenance programs.
- Knowledge of building safety/security practices.
- Knowledge of proper safety procedures/occupational hazards associated with custodial and grounds keeping work.
- Knowledge of building fire/safety codes/regulations.
- Ability to use hand tools for mechanical work, painting, carpentry and plumbing.
- Ability to use small hand tools, shovel, rakes and weed trimmer.
- Ability to lift objects weighing up to 50 pounds and to move furniture and equipment weighing up to 150 pounds.
- Ability to climb ladders, work in confined spaces at various elevations, walk on uneven surfaces, and perform physical labor in inclement weather.
- Ability to inspect buildings, premises, and other facilities to determine appropriate maintenance/repair requirements.
- Ability to operate scrubbing machines, buffing machines and other equipment.
- Ability to establish/maintain effective working relationships with employees, public officials, and the general public.
- Ability to work under pressure and cooperate with other staff members to accomplish tasks.

DESCRIPTION OF WORK DUTIES:

1. Must receive, review and understand the policies of Clay County, Iowa as set forth in the Personnel Policy Handbook and agree to abide by the terms and conditions of the Personnel Policy Handbook.
2. Meet, greet and serve the public with tact and courtesy.
3. Participates in the maintenance/upkeep of County grounds, sidewalks, and building exteriors including the mowing and trimming of lawns and shrubbery, using power trimmers, and clearing debris from grounds.
4. Provides for the efficient/safe removal and disposal of snow, ice and slush from walks and building steps; apply ice melt/sand to areas as required for the safety of personnel and the general public.
5. Evaluates facilities to ensure they are safe, and well maintained; identify required maintenance repair projects; ensure compliance with Local, State, and Federal safety/health regulations and building codes.
6. Replenish, maintain and requisition supplies/cleaning materials; move furniture, supplies, and miscellaneous equipment; deliver supplies to various areas; maintain inventory of custodial supplies.
7. Be knowledgeable and proficient in the heating and cooling systems of the various county facilities and perform routine maintenance relating to boilers and chillers.
8. Make adjustments and minor repairs to heating, cooling, ventilating, plumbing and electrical systems.
9. Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
10. Follow procedures for the use of chemical cleaners and power equipment.
11. Monitor building security and safety by performing such tasks as locking and unlocking building doors before and after operating hours; checking temperature readings for heating/air conditioning, and on/off switches for equipment.
12. Empty trash receptacles and recycling bins.
13. Notify the County Auditor concerning the needs for major repairs or additions to building operating systems.
14. Performs related duties as may be required.

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1. Marginal functions of positions that are incidental to performance of fundamental job duties have been excluded from this job description.
 2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform other job related duties requested by their supervisor. The County Auditor reserves the right to change or reassign job duties, or combine positions at any time.