

# *Logan County*

## *Job Description*

<b>Title:</b>	Building & Grounds Maintenance Worker	<b>Code:</b>	
<b>Division:</b>	Operations	<b>Effective Date:</b>	3/07
<b>Department:</b>	Building & Grounds	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs a variety of **working level, basic grounds keeping** tasks requiring a wide range of abilities related to turf care, sprinkler system installation, maintenance and repair; clean-up, snow removal, and other related duties. Provides overall care and cleaning of the parking lots and grounds for county facilities.

### SUPERVISION RECEIVED

Works under the general supervision of the Building & Grounds Supervisor or Maintenance Technician.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Performs apprentice level preventive maintenance on facility systems and equipment; maintains air conditioning system; domestic hot water systems, boiler, hydronic heat pumps, refrigeration units, compressors, lighting systems, electrical systems, pneumatic controls, electrical and electronic controls, etc.

Performs general maintenance in repair and maintenance of windows, grills, gates, plumbing, fixtures and electrical connections; performs carpentry, painting, masonry and related building construction and maintenance duties.

Participates in the maintenance in facility environ; mows lawns, trims and prunes bushes and shrubs, grooms flower beds and related garden areas; operates hand and power tools; operates heavy equipment, i.e., backhoe, skidster, trenchers, bobcat, dump truck loader, etc. to perform grounds maintenance.

Maintains automated sprinkler system; monitors watering schedules, sets timers; repairs system and components as needed; may install and or replace water lines and connections; operates mowers to cut and groom turf and lawns.

Performs building custodial duties; monitors inventory of chemicals, solvents, and related agents; assures availability of supplies and materials essential to the daily maintenance of county grounds and buildings; performs weed control duties applying chemicals to control weed growth.

Operates various types of maintenance equipment, i.e., backhoe, skidster, trenchers, bobcat, dump truck loader; maintains wood shop, performs general carpentry; performs concrete work, pouring and finishing projects, i.e., pads, walk ways, etc.; performs seasonal duties, i.e., snow removal.

Performs general and routine maintenance on department equipment as needed to ensure proper and efficient operation; performs custom welding as needed to mend or fabricate materials, parts or equipment

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school;

AND

B. Two (2) years of responsible experience performing above and related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Working knowledge of** landscaping and grounds maintenance practices; mechanical operations and methods of repairing equipment, including sprinkler Irrigation equipment; herbicides, pesticides, fertilizers and sprinkling application methods; basic welding and fabrication.

**Skill** in the operation of various related equipment, lawn mowers, weed whackers, sprinkler systems, and other tools common to grounds keeping.

**Ability to** determine needs for services and supplies necessary to carry out the task; communicate effectively, verbally and in writing; develop effective working relationships with supervisors, co-workers and the public; work independently; operate grounds equipment and power tools; lift and carry moderately heavy loads; establish and follow through on work priorities; deal effectively with some stress caused by work load and time deadlines.

3. Special Qualifications:

May be required to possess or obtain a Class "B" Commercial Driver's License (CDL).

4. Work Environment:

Incumbent of the position performs both indoor and outdoor physically demanding duties. Tasks require variety of physical activities, generally involving muscular strain, such as lifting, walking, standing, stooping, reaching, hearing and seeing critical to the safe performance of essential functions. Common eye, hand, finger, leg and foot dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking, guided problem solving. May be required to lift if excess of 75 pounds in normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_