

Job Description

Position Title: Maintenance

Department: Sierra County Maintenance Department

Overtime Compensation: See Sierra County Personnel Policy, Ordinance No. 16-001 regarding overtime and compensatory time. Must be pre-approved by the County Manager.

Holiday Pay: See Sierra County Personnel Policy, Ordinance No. 16-001 regarding holiday pay

Probationary Period: Employee must complete a nine (9) month probationary period with satisfactory evaluation or better.

F.L.S.A.: Regular full-time position *Classified*. Subject to Sierra County Personnel Policy Ordinance No. 16-001

Reports to: Maintenance Supervisor

Minimum requirements:

Must possess a High School Diploma or equivalent. Preference will be given to any applicant with a minimum of 2 years of on the job experience in the area of basic construction, electrical, custodial duties and building maintenance. Must possess valid New Mexico driver's license.

Must have the ability to communicate effectively in written and oral English. The ability to communicate in Spanish may receive preferential consideration with equal skill and abilities.

Will need to possess knowledge in plumbing, electrical, heating and air conditioning and must have the ability and skills to perform minor repairs to same. Must possess ability and experience in the area of masonry work. Must have a basic knowledge of safety procedures. Must have basic knowledge and experience working with computers and computer software.

JOB SUMMARY:

Under the direction of the Maintenance Supervisor, this position calls for a variety of custodial and maintenance duties at various facilities and sites.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Will perform general office cleaning duties to include but not limited to: emptying trash, sweeping and mopping of floors, vacuuming carpeted areas, dusting furniture, washing dishes, stripping floors, shampooing carpets, and ensuring flags are flown properly. They will also, ensure that the windows and entry doors are clean, maintain a professional work status when working in the holding facility and any other department, must be able to work with various departments and department heads, ensure that work orders are received when departments require work to be completed unless approved otherwise by the Maintenance Supervisor or County Manager. They will also ensure that county buildings are locked, when necessary; knowledge of masonry, identifying projects requiring the services of a highly skilled crafts person, maintains clean, safe and orderly work sites, and sets and replaces broken sprinkler heads as necessary. May be called upon to lift or move boxes, desks, furniture, etc. Some knowledge of basic welding, carpentry and painting will also be needed. Will assist other maintenance workers in yard work to include: mowing, weed-eating, trimming shrubbery and general landscape maintenance. Will maintain evaporative coolers in summer months and replace components. Will perform duties in the area of plumbing, electrical, heating and air conditioning. Will periodically report to the Supervisor the amount of maintenance and custodial supplies. Must have the ability to work around confidential information and maintain confidentiality. Must have the ability to work around monies in each department. Must be willing to perform the duties of a co-worker, when assigned.

EQUIPMENT TOOLS AND MATERIALS

In performing the essential duties the following is a list of items needed to perform the job.

PHYSICAL FUNCTIONS

1. Ability to lift up to 25 pounds from ground to waist level as needed.
2. Must be able to sit, stand and work intermittently throughout the workday.
3. Ability to stand and/or walk up to four hours at one time, and up to eight hours total per day...
4. Ability to crouch, kneel and remain in a prone position for up to four hours at one time, and seven and one-half hours total per day.
5. Ability to bend at waist and twist/rotate waist as necessary in excess of 100 times total per day.
6. Ability to work with arms extended and bent for up to four hours at one time, and seven and one-half hours total per day.
7. Ability to push/pull with arms with a force of up to 50 plus pounds while performing labor work.
8. Ability to use hands and wrists, use tools and make repairs or perform labor work.
9. Ability to use hands and fingers in order to grasp/manipulate various office equipment and materials needed to perform essential duties.
10. Must be able to coordinate the use of hands and eyes in operation of county vehicle and office equipment.

WORKING CONDITIONS:

Perform essential duties 90% indoors under a controlled temperature environmental the balance of the job duties in various temperatures and conditions, depending on the weather. Inside work will be on flat carpeted, wood, concrete or tile surfaces. Outside work will be exposed to normal outside weather conditions. The position will be exposed to normal working hours, travel, mental stress and tension.

I have received a copy of the Job Description and have read and understand its contents.

Acknowledge receipt of on this _____ day of _____, 2016 at _____ am/pm.

Employee Signature

Employee Name (Print Name)

Human Resources Director

Department Head

County Manager