

LATAH COUNTY JOB DESCRIPTION

Job Title: Maintenance Tech I

Date: May 9, 2017

Department: Buildings and Grounds

Reports to: Maintenance Director

Job Summary

This position is a full-time entry level mechanical maintenance position that also includes housekeeping duties and responsibilities. The time devoted to each of these areas is expected to be equal but may vary with seasonal demands.

The primary work locations are at the County Courthouse, County Annex, Jail and McConnell Mansion; occasional work directives may be extended to other Latah County facilities.

This employee must have well-developed housekeeping skills and adequate mechanical work experience indicating an ability to perform grounds and other light maintenance tasks using related tools and equipment.

The typical work day is a mixture of various routines such as housekeeping, handling aspects of the county recycling program, mail retrieval and delivery, seasonal grounds care and snow removal, and routinely providing valued assistance to others as directed.

This is an on-call position that requires this employee to occasionally work non-business hours and weekends/holidays for snow removal or to assist other departmental staff with emergencies.

This employee reports to the Maintenance Director, but is supervised daily and given guidance by the Maintenance Tech III (Assistant to the Maintenance Director).

Duties and Responsibilities

Essential

- Daily housekeeping regimen (specific tasks are described below);
- Daily tasks related to the county recycling program;
- Daily mail retrieval and delivery routine;
- Daily (seasonal) snow removal and de-icing;
- Daily (seasonal) grounds maintenance routine;
- Maintain security/emergency and office lighting systems by replacing bad bulbs, transformers motion detectors and other sensors as needed;
- Provide assistance to departmental staff and other county departments as directed.

Housekeeping Duties (specifics)

- Perform floor care tasks such as sweeping, wet mopping, stripping and waxing, carpet spot removal, and vacuuming;
- Clean office spaces, courtrooms, hallways, lobbies, and entrances by dusting, emptying trash containers, cleaning and caring for all woodwork, wash windows, dust blinds and overhead lighting, (cleaning desk tops, computers and personal items are exempt);

- Clean restrooms including all touch surfaces, toilets, urinals, sinks, floors, walls, stall partitions, mirrors, and windows;
- Clean all touch surfaces throughout the county facilities (e.g. handrails, drinking fountains, door handles, vending machines, switch plates, public telephone);
- Clean building exterior by sweeping, picking up trash and other like tasks as directed;
- Inform Maintenance Director of supply needs, security issues or concerns, roof leaks, observed mechanical failures and any other building related issues.

Maintenance Duties (provides assistance to other staff to complete the following)

- Perform seasonal maintenance to parking lots, sidewalks, steps, and handicap ramps, including snow removal and de-icing;
- Perform seasonal grounds maintenance, including any of the following duties: watering, fertilizing, mowing, weed control, tree/shrub pruning, garden preparation, and set up and tear down of lawn and garden irrigation;
- Maintain security-grade domestic and sanitary water systems and plumbing fixtures throughout the county facilities, including those located in the Latah County Jail;
- Perform seasonal preventative maintenance and repair of various mechanical HVAC systems;
- Repair industrial security-grade bunks, tables, and other bolt-down fixtures located in the Jail;
- Maintain safety related equipment and systems;
- Maintain all interior and exterior emergency/security lighting systems located throughout county facilities;
- Perform preventative maintenance of all electronic irrigation systems;
- Maintain building exterior concrete surfaces, foundations and retaining walls by pressure washing, repairing cracks, priming and painting;
- Maintain building interior by repairing carpet, floor tile, wall plaster, ceilings, doors, and doorframes;
- Participate in all aspects of election polling place set-up and tear-down;
- Overseas community service and inmate trustee workers;
- Assist with any and all other maintenance tasks as directed.

Other Duties and Responsibilities

- Demonstrate initiative and willingness to complete work as directed;
- Perform all duties and responsibilities efficiently, accurately and safely;
- Perform other duties and assist with special projects as assigned by the Maintenance Director.

Required Qualifications

- High school education or equivalent;
- Valid Idaho driver's license;
- Must pass a criminal back ground check;
- One (1) year custodial/housekeeping experience required;
- Good communication skills, experience using email and text;
- Must be available if called 24 hours per day, 7-days/week to perform snow removal duties and to provide assistance to departmental staff for county related emergencies as directed.

Desired Qualifications

- Work history showing two years or more working in a mechanical service field with experience performing preventative maintenance (filters, belts, etc.);
- Two years' experience operating light equipment (for lawn care and snow removal);
- Strong mechanical aptitude;
- Experience working with shop tools, power tools.

Physical Requirements

Must have physical ability to work in inclement weather, maintain work focus and follow security protocol while working in the county jail, must have the ability to read, walk briskly, climb ladders, balance, grasp, kneel, crouch, reach, pull, bend, stretch, and lift (50 pounds repetitively).