

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

BUILDING GROUNDS MAINTENANCE TECHNICIAN I

Department: Solid Waste
Pay Grade: 202
FLSA Status: Non-Exempt
Job Class: 7083
Risk Code: 9015

JOB SUMMARY

Responsible for performing very frequent physical labor in semi-skilled to skilled work in the continuous maintenance, repair and custodial care of county buildings and grounds.

ESSENTIAL JOB FUNCTIONS

- Performs custodial functions including cleaning and sanitizing facilities, cleaning windows and floors, vacuuming carpets, and emptying trash receptacles. Dusts walls, baseboards, furniture, and office equipment, as well as strips and waxes floors using professional cleaning equipment and chemicals.
- Performs complete care of grounds including mowing, trimming, raking leaves, removing fallen tree limbs, trimming, fertilizing, mulching, and spraying trees, plants, and flower beds.
- Operates lawnmowers, tractors, chippers, loaders, augers, and other light and medium equipment.
- Performs minor maintenance of facilities maintenance and grounds keeping equipment. Makes minor repairs to electrical appliances that do not contain refrigerants.
- Sets up and takes down tables and chairs for scheduled programs and events. May perform event set-ups and clean-ups, including cleaning stalls, setting up barriers, and moving arena equipment.
- Services public pools by maintaining cleanliness, water quality, and appropriate chemical balances. Performs bacterial testing and purification if necessary. Follows appropriate health and safety guidelines.
- Makes minor repairs to plumbing fixtures, which includes replacing washers on faucets, unplugging toilets, sink drains, sewer and water lines, and locating water leaks inside and outside buildings.
- Makes minor repairs involving wood working. Paints interior and exterior of buildings including windows, walls, doors, and eaves. Pressure washes outside walls.
- Serves as a department safety committee member as required.

- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position has no supervisory responsibilities.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; more than one (1) years' related experience.

- Requires FEMA NIMS IS-100, IS-200, IS-700, and IS-800 Certifications within six (6) months of appointment.

Licenses or Certifications:

Possession of a valid driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.
- Ability to apply common sense understanding to carry out written or oral instructions.
- Ability to find solutions to day-to-day issues or problems.
- Ability to exercise some judgment in selection of procedures, methods, or tools, equipment to accomplish tasks.
- Knowledge of groundskeeping and custodial cleaning techniques.
- Knowledge of cleaning materials, consumable supplies, and cleaning equipment and cleaning techniques.
- Ability to operate equipment safely similar to a skid steer or batwing mowers etc. .
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to climb or balance, stoop, kneel, crouch, or crawl, taste or smell; will regularly be required to reach with hands and arms; and will frequently be required to stand, walk, use hands to finger, handle, or feel, talk or hear.

WORK ENVIRONMENT

Work is performed in various outdoor environments. While performing the duties of this job, the employee will occasionally be required to be exposed to high precarious places, fumes or airborne particles, and risk of electrical shock; will regularly be required to be exposed to moving mechanical parts, toxic or caustic chemicals, outdoor weather conditions, and vibration.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.