

HANCOCK COUNTY

JOB DESCRIPTION

Name:	Department: Maintenance
Title: Maintenance Supervisor	FLSA: Non-Exempt
Date: November 17, 2017	Reports To: County Auditor and Supervisors

Purpose of the Position

Maintains the Courthouse, law enforcement center, health services building and associated grounds and related facilities according to desired standards regarding general appearance, cleanliness and operational efficiency; operates and maintains boiler system and peripheral equipment used in heating and cooling building; supervises and performs skilled trades work in such areas as plumbing, electrical repair, painting and carpentry.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Keeps premises of courthouse, law enforcement center, health services building in clean and orderly condition by sweeping, mopping, scrubbing, vacuuming and waxing floors, hallways stairs and office space, shampooing rugs and carpets; removing trash and related debris.

Tends boiler, furnace and related equipment used to heat and cool the building; regulates flow of fuel and performs operating tests as recommended; follows a program of preventative maintenance by observing water condition, adding chemicals and making minor system repairs.

Installs, removes and maintains widow air conditioners in the courthouse during spring and fall; inspect, clean, grease, oil heating and cooling units regularly.

Maintains building, performing standard painting, plumbing, electrical wiring and related maintenance activities using hand and power tools; replaces filters, light bulbs, ballast's, switches, toilet handles, valves and gaskets, traps, pipes etc.; installs computer cable as needed.

Notifies management concerning need for major repairs or additions; makes cost estimates of materials, equipment and labor required to complete project; contacts contractors and secures bids for projects; consults with supervisors to determine best bid; follows through to ensure that project is completed per requirements.

Mows lawn, trims shrubbery using hand and power tools; removes snow from sidewalks, parking lots and related premises using endloader, tractor and hand tools; plants flowers, pulls and sprays weeds.

Responds to inquiries or complaints from County Officials and the public relating to services provided; investigates actual or potentially dangerous conditions and takes action to correct those within his knowledge.

Moves election machines, furniture, file cabinets and desks; stores paper products, license plates, unused and obsolete items and fixtures.

Provides supervision and coordination to custodians, community service your program workers and others; determines work assignments for jail inmates and community service workers and follows through to ensure work is completed per standards.

Picks up and delivers mail to the Post Office; distributes mail at courthouse.

Purchases cleaning supplies, equipment, paper products, lawn care products and equipment; maintenance supplies and parts from vendors.

Collects recycling materials (paper, cardboard, etc.); bundles cardboard for pickup and shreds paper for use by employees and the public.

On call for all periods unless excused for emergency situations.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Three years of experience in the maintenance of commercial or residential buildings and premises which included the operation of boilers and related heating and cooling equipment; and responsibility for general trades repair work. Valid Iowa motor vehicle operator's license.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Work involves frequent activity walking, standing, bending, stooping, kneeling, reaching (vertical and horizontal), lifting and moving heavy objects such as desks, election machines, containers weighing 50 lbs or more, boxes, cleaning equipment, supplies and materials using fingers, hands, feet legs and torso in providing various custodial and maintenance services. Able to operate motor vehicle, end loader and small engine equipment used in mowing lawns, removing snow, cutting branches, trees. Skill in the operation of hand and power tools used in maintenance/repair including saws, drills, grinders, wrenches, chisels, squares and related measuring devices.

Cognitive Demands

Requires the capacity to set up, adjust and operate machines and equipment to perform work functions; move, guide or place objects (saws) or materials where precise standards are involved, starting, controlling, adjusting and stopping machines or equipment; lifting, handling, guiding or carrying objects or materials in such tasks as moving, equipment maintenance and repair functions. Requires eye/hand/foot coordination, finger and hand dexterity to respond to visual stimuli, follow oral, written or diagrammatic instructions. Proficient in the operation of commercial boiler systems and components; trades areas of painting, carpentry, electrical repair, plumbing repair; knowledgeable of building trades codes and applicability to facilities and premises; knowledgeable of the general principles of housekeeping, environmental sanitation; knowledgeable of the location and condition of pipes, electrical wiring and equipment used in building maintenance; able to read and interpret blueprints, diagrams and schematics.

Language Ability & Interpersonal Communication

Capacity to understand the meanings of words in oral or written form such as work instructions, operating manual procedures; determine or interpret work assignments to other workers, assign duties and assist in work problems; speak coherently with officials, the public and others in receiving and conveying basic program information. Capacity to read two/three syllable words and compare similarities and differences between words, numbers and related references. Complete forms, purchase orders and related documents.

Environmental Adaptability

Both inside and outside work depending on the season of year or work priorities. Exposed to noise, dusts, shock from electrical current, burns from chemicals and cleaning agents, strains from improper lifting, loss of limb if careless with equipment operation and related occupational hazards.