

OSCEOLA COUNTY JOB DESCRIPTION

MAINTENANCE WORKER

Supervised By: Maintenance Working Supervisor

Supervises: Subordinate departmental employees and Inmate Trustees as assigned.

Position Summary:

Under the supervision of the Maintenance Working Supervisor performs a variety of preventative maintenance repairs and tasks on County facilities and equipment. Makes general repairs to electrical, plumbing and HVAC systems, performs carpentry tasks and maintains and repairs various equipment. Maintains all county buildings and grounds.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Performs electrical repairs such as replacing motors, pumps outlets, switches and ballasts
2. Performs plumbing repairs such as leaks on pumps, gaskets, lines. Repairs/ replace faucet and related components, and maintains and treats drains, opens any blocked drains.
3. Performs a variety of carpenter tasks such as remodels, painting, hanging and finishing drywall. Installing or repairing doors and shelving.
4. Monitors the operation of heating and air conditioning units, checking filters, trouble shooting, cleaning evaporating coils and condensers. Replacing belts, motors, oiling bearings and monitoring air handlers. May perform installations and repairs on air conditioning units as certifications allow.
5. Operates riding and push mowers, gas trimmers and edgers. Also trims shrubs, trees and removes limbs and debris from county grounds.
6. Performs landscaping tasks such as, planting trees, shrubs and flowers, also includes spreading of woodchips and installing landscape timbers / blocks.
7. Operates plow trucks for removing snow from county parking lots, uses snow blowers and shovels for removing snow from sidewalks, steps and entrances. Also salts parking lots, steps and entrances for county buildings.
8. Performs masonry repairs such as, lose bricks, mortar joints and cracked or broken sidewalks.

9. Performs test and records operations on generators.
10. Installs carpet, tiles and other floor coverings.
11. Maintains and services power equipment such as changing oil, cleaning filters and replacing or sharpening mower blades.
12. Performs maintenance on security locks, cameras and alarms in county building.
13. Assists in moving furniture, cabinets, and equipment in offices. Also sets up rooms for meetings when needed.
14. Performs prepping repairing of interior and exterior surfaces and painting with various types of paint.
15. Opens court house for general use, does a walkthrough of county buildings and raises the flag daily.
16. Picks up and delivers various items to county buildings and offices, such as supplies.
17. Supervises inmate trustees or community service workers while working on county related projects.
18. Performs janitor functions as needed.
19. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High School Graduate or Equivalent with advanced skills training or certifications in electrical, plumbing, air conditioning and heating systems. (HVAC) Two years experience in advanced maintenance and repair of mechanical, electrical and heating/cooling ventilation systems.
- The county, at its discretion, may consider an alternative combination of formal education and work experience.
- Possession of valid Michigan driver's license and good driving record.
- HVAC/ AC certified preferred.
- Skill in preparing comprehensive and accurate communications, both orally and in writing, to report any concerns.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County,

representatives of other governmental units, professional contacts, elected officials and the public.

- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Ability to use various manual or power tools as necessary for job completions.
- Skill in the use of office equipment and technology, including Microsoft suite applications, and the ability to master Department software and new technologies.
- Ability to work in confined spaces, in varying weather conditions.
- Ability to respond to emergencies or service needs on a 24-hour basis, as appropriate.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, climb, use hands and fingers, talk, hear and view and create written documents. The employee may be required to work in cramped areas. The employee uses hand strength to grasp tools and may climb ladders or uneven terrain. The employee is frequently required to reach with hands and arms, such as to operate and repair vibrating machinery, use wrenches, hand tools, etc. and operate motorized equipment and vehicles. The employee may be exposed to or need to use oil and petroleum products, solvents, boiler chemicals and may be exposed to gases, fumes and products. There may be exposure to equipment where risk exists of getting burned, bruised, or scraped requiring employee to remain attentive to their surroundings. The employee must lift or push/pull objects of up to 75 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee frequently works in outdoor weather conditions. The employee works near moving mechanical equipment and vehicles. The noise level in the work environment is usually moderate, but can frequently be loud.