

# Building Maintenance Worker

Dept/Div: *Maintenance*

FLSA Status: *Non-Exempt*

## General Definition of Work

Performs intermediate semiskilled work maintaining County facilities in a clean, safe and functioning manner, and related work as apparent or assigned. Work is performed under the general direction of the Building Maintenance Supervisor or Lead Building Maintenance Worker.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

- Perform cleaning functions; taking out trash, sweeping, vacuuming, moping, clean bathrooms, scrub floors
- Perform groundwork duties to include snow removal, mowing grass, pruning shrubs, sanding icy sidewalks, and other similar activities when necessary.
- Assists with county recycling program.
- Perform building maintenance functions; maintain heating and cooling system; maintain electrical system and plumbing; perform some carpentry work as necessary.
- Proactively completing routine inspections of building and grounds to ensure security and safety for employees and public. Consult with Lead Building Maintenance Worker if needed to address concerns as they arise.
- Assist with moving office equipment, furniture, and unloading deliveries as needed.
- Other duties as assigned

## Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; general knowledge of maintenance manuals, policy and procedure manuals, electrical and mechanical diagrams; ability to operate standard office equipment, vacuum, floor scrubber and boiler; general knowledge of standard office software; ability to make arithmetic calculations.

## Education and Experience

High school diploma or GED and minimal experience, or equivalent combination of education and experience.

## Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work frequently walking, using hands to finger, handle or feel, lifting and repetitive motions and occasionally requires standing, sitting, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

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## **Special Requirements**

Minnesota Boilers License

Background check including fingerprinting

Valid driver's license.