*The County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees’ knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

**Job Title: Building Maintenance Assistant/Janitor** **FLSA Status: Non-Exempt**

**Department: Maintenance Reports to: Building Maintenance Supervisor**

**Work Unit Overview:** The Building Maintenance Department is responsible for the maintenance and operation of County-owned buildings. The department provides facility maintenance, janitorial services, grounds keeping, and snow removal at the Courthouse, Library, Sheriff’s Office, Ambulance Building, and Airport.

**Job Summary:** The Building Maintenance Assistant / Janitor assists the Building Maintenance Supervisor in maintaining major and ancillary facilities in County buildings along with performing Janitorial duties at the above-named county buildings.

**Essential Functions (Major Duties or Responsibilities):**

*These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

* Assist in maintaining County boiler systems in county buildings.
* Assist in repairs that require basic skills as an electrician, carpenter, plumber, mechanic, painter, HVAC technician and roofer.
* Assist in landscaping activities and snow removal.
* Assist in preventive maintenance of facilities. Monitor facilities systems, routinely inspects tools and equipment.
* Operate various mechanized and manual cleaning equipment.
* Clean restrooms and replenish supplies, provide supplies for facility users, vacuum carpet, mop and polish floors, wash windows, empty wastebaskets, dust and wipe hand rails.
* Dust, polish, move, and arrange furniture to prepare rooms for meetings.
* Assist in maintaining ancillary facilities in county buildings. Monitor and maintain plumbing, electrical, structural, and irrigating systems.
* Assist in preventive maintenance of facilities. Monitor facilities systems, routinely inspects tools and equipment.

**Non-Essential Functions:**

* Perform other duties as assigned including but not limited to attending meetings, providing backup for other staff, participating in training etc.
* Disinfect equipment and supplies.
* Keep storage areas well-stocked, clean, and tidy.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

* The position requires strenuous walking, bending, and standing for extended periods; lifting and transportation machines, tools, and equipment weighing up to 100 pounds; and exposure to loud noises, electricity, extreme heat, propane, dust, power tools, and other hazards associated with an active maintenance site.
* Must be able to lift and/or carry 50 to 75 pounds.
* Required to work in various temperatures and outdoor exposures; and safely climb up and down ladders and scaffoldings.
* Requires working in damp, dusty, and dirty areas.
* The majority of work takes place inside county-owned buildings.
* Work with chemicals, power tools, and various maintenance projects that require the use of protective clothing and equipment (e.g., gloves, dust masks, eye screens, etc.).
* The incumbent’s work in secured areas of the County Sheriff’s Office involves risks associated with threatening and/or confrontational inmates.

**Supervision Exercised:**This is a non-supervisory position.

**Knowledge, Skills, and Abilities:**

The position also requires through technical knowledge of low-pressure boilers and related safety and control devices as well as a general knowledge of electrical circuits and their components (e.g. circuit boards, transfer switches, etc.), plumbing systems, carpentry, and construction.

The job requires the ability to safely and effectively operate power tools, county owned vehicles, boilers, lifts etc.; diagnose and resolve mechanical problems; and communicate with individuals of varied technical levels. The incumbent must have the ability to effectively perform strenuous physical work for extended periods of time.

**Education and Experience:**

The job requires education and experience equivalent to a high school diploma or GED and one (1) year of technical training in one or more facilities systems (e.g., plumbing, security, electrical, carpentry, etc.). The incumbent must earn specialized certification in low-pressure boiler engineering within six (6) months from the date of hire.

Requires a valid driver’s license & must be able to pass a criminal background check.