

## LINCOLN COUNTY

### **POSITION: Facilities- Maintenance Worker/ Building Inspector**

This description is intended to present a general list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

#### **JOB DESCRIPTION**

Performs regular maintenance and repair to certain County buildings, facilities and properties. Responsible for minor repairs, sanitation and/or maintenance regarding facilities, furniture, fixtures, and overall amenities owned and operated by the County. Performs regular building inspections regarding construction and development activities within the County.

#### **RESPONSIBILITIES AND DUTIES**

1. Performs regular and necessary facility maintenance and repair on certain County buildings and facilities to ensure functionality.
2. Performs regular inspection of buildings, equipment and facility systems to identify needs or issues.
3. Develop, implement and maintain preventive maintenance procedures.
4. Maintenance and repair shall include, but is not limited to: structural and non-structural building components, plumbing systems, electrical systems, heating and cooling systems, fixture units, cosmetic applications, interior systems, exterior landscaping, snow removal, tools and equipment.
5. Prepares certain meeting rooms for necessary functions by arranging furniture; prepares facilities for special events.
6. Cleans and disinfects specific locations of County facilities in relation to activities.
7. Assists in purchasing, stocking and maintaining supplies of equipment and materials used.
8. Operates various power tools and equipment necessary for maintenance and repair work.
9. Monitors and maintains adequate safety and sanitary protocol throughout County facilities.
10. Performs necessary security checks for County facilities; secures storage of sensitive equipment.
11. Serves as occasional “substitute” for custodial work and cleaning activities such as vacuuming, sanitizing restrooms, sweeping interior and exterior walkways, mopping and general spot cleaning.
12. Assists other County departments if necessary and as needed.
13. Assists department staff in preparing annual budgets.
14. Performs other necessary and related duties as assigned.

## **QUALIFICATIONS**

### **Education:**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities to perform the required duties; includes high school diploma or equivalent.

Minimum 2 years' experience in a similar maintenance-oriented trade or service equivalent, general carpentry, concrete/masonry construction, painting, electrical, plumbing, and/or mechanical.

International Code Council Certification of Building Inspection or another acceptable certification category such as Fire Inspection. (see below- License; required after hiring)

### **Knowledge of:**

General and accepted practices relating to construction trade work and building code requirements.

Acceptable work practices relating to safe work techniques.

Building Code Regulations.

Appropriate handling and use of toxic chemicals and materials used in facility maintenance work.

Basic skill and operation of hand tools and equipment used in facility maintenance work.

### **Ability to:**

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Follow all safety rules and regulations of the department to which assigned.

Operate and navigate standard computer programs such as Microsoft based "word" and "excel" or other associated software for record keeping and other department protocol.

### **License or Certificate**

Possession of valid driver's license.

ICC Building Inspector Certification.

\*Certification and completion of testing shall be required within 2 years of start date.

## **GENERAL SUPERVISION RECEIVED**

Receives general administrative direction from the Director of Planning and Building.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Office / field environment; indoors and outdoors; may work in inclement weather conditions.

**Appearance/ Attire:**

Office / field environment relative to maintenance work and varying conditions.

Attire shall be semi casual and professional; dress and groom appropriately for the job performed.

Appearance shall be neat, clean and safe as it relates to the job performed. Attire showing offensive or unprofessional messaging is not allowed.

Certain Personal Protective Equipment shall be provided by the County.

**Physical Conditions:**

Essential functions require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; operating construction and maintenance related power tools; operating cleaning equipment; lifting and moving various custodial and facility-oriented items, office fixtures and furniture; negotiating construction zones, buildings and facilities; climbing ladders and working in elevated locations; negotiating crawlspaces under dwellings, and operating various motorized vehicles.

**CLASSIFICATION**

Non-Exempt

**COMPENSATION:**

Position / Classification: Facilities Maintenance Worker / Building Inspector, Non-exempt

Type of Compensation: Base Hourly Wage, Full-Time;

**TBD-** Pay Grade: 32, per Lincoln County Wage Scale

\*A minimum 52 weeks creditable service required at current step or grade prior to any increase.

\*Grade and/or step increase subject to Annual Performance Evaluation

\*Grade and/or step increase subject to budgetary constraints

Includes: Option on County benefit package

New hire probationary period protocol