

# Maintenance Worker

Dept: Maintenance

FLSA Status: Non-Exempt

## General Definition of Work

Performs semiskilled work assisting in the cleaning, maintenance and repair of County buildings and facilities, and related work as apparent or assigned. Work is performed under the moderate supervision of the Maintenance Foreman and Maintenance Technician.

## 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 an individual with disabilities to perform the essential functions.*

## Essential Functions

- Assists Maintenance Technicians in electrical installation or repair, carpentry, roofing, painting, plumbing and heating and air conditioning.
- Replaces switches, plugs and other minor electrical systems.
- Installs new ballasts, light fixtures, light bulbs and fluorescent tubes.
- Sweeps, mops, vacuums, waxes and buffs floors.
- Cleans bathrooms, performs minor plumbing maintenance and repairs, replenishes paper supplies and soap.
- Cleans windows, walls, woodwork and light fixtures, empties trash receptacles.
- Delivers supplies and hauls mowing equipment.
- Mows grass, trims shrubs, cleans parking lots and shovels snow.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

## Knowledge, Skills and Abilities

General knowledge of the common practices, tools and terminology of the electrical, carpentry and plumbing trades; general knowledge of the use and characteristics of common building materials; general knowledge of county roads, buildings and locations; general knowledge of the hazards and safety precautions associated with the work; thorough skill operating standard computer equipment, hardware and software; thorough skill using standard tools and equipment; general skill operating standard computer equipment; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to work from sketches, drawings, plans or specifications; ability to follow oral and written instructions; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to estimate needed materials and time required for various jobs; ability to establish and maintain effective working relationships with associates and general public.

## Education and Experience

High school diploma or GED and one to three years experience construction or maintenance, 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 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing, walking, climbing or balancing, pushing or pulling, lifting and repetitive motions and occasionally requires sitting and stooping, kneeling, crouching or crawling; work requires close vision, distance vision,

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ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; 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 regularly requires working near moving mechanical parts and exposure to outdoor weather conditions and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to the risk of electrical shock, exposure to vibration, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

- Valid North Carolina driver's license within 60 days of employment.

## Competencies

**Business Ethics:** Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

**Communications:** Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

**Customer Service:** Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

**Dependability:** Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

**Job Knowledge:** Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

**Quality:** Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

**Relationship Building:** Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

**Initiative:** Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

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I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

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Employee Name (Printed)

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Employee Signature

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Manager Name (Printed)

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Manager Signature

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Date