

Clinton County, Iowa
Job Description
Building Maintenance Department

Job Title: Maintenance II	Reports to: Maintenance Manager
Department: Building Maintenance	Pay Band: B21
Revision Date: June 2024	FLSA: Non-Exempt

SUMMARY: Under the direction of the Building Maintenance Manager, maintains a safe and comfortable environment for the public and County employees. Performs technical, mechanical, electrical, plumbing, HVAC and boiler equipment work. Performs work on all County buildings.

Essential Job Duties and Responsibilities:

Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Maintains a safe and comfortable working environment in County buildings.
- Maintains mechanical, electrical, HVAC and boiler equipment.
- Is familiar with custodial supplies and chemicals.
- Maintains and orders all housekeeping supplies and SDS sheets with housekeeping supplies.
- Fill in for housekeeping staff when on vacation.
- Monitors and controls all water systems with chemical treatment.
- Communicates all building activities with the Maintenance Manager and Building Maintenance Supervisor.
- Operates and maintains lawn and snow removal equipment.
- Maintain first aid kits in all offices in the Courthouse, Law Center and Admin Building
- Must be able to operate a skid loader.
- Must be able to trouble shoot minor electrical problems.
- Must be able to trouble shoot minor plumbing problems.
- Have basic computer skills to be able to maintain documentation for maintenance record keeping.
- Climb ladders and replace light bulbs and ballasts.
- Performs minor mechanical repair work using proper power equipment and hand tools.
- Paint, wash walls, scrub, strip and wax floors. Set up meeting rooms, unload license plates, office equipment and supplies, move files and desks in and between offices.
- Does work directed by the Maintenance Manager or Building Maintenance Supervisor in the absence of the Maintenance Manager.

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- Help with setting up elections sites, assists election sites are ADA compliant, and assists with voting ballot transportation as directed by the Maintenance Manager.
- Perform all other duties assigned by Maintenance Manager.
- Ability to maintain professionalism with County officials, employees and the public.

Minimum Qualifications Requirements - (Education and Experience):

Qualifications: To perform this job successfully, the Maintenance II must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

Education/Experience:

Must have a 2-year technical degree in the maintenance field or have one to three years of on the job experience in at least one of the following related fields: electrical, HVAC, plumbing, cabling, or construction. You must have at least one of these to be qualified to apply for this position. High School Diploma or Equivalent Required

Language Skills:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations:

- Possess a valid driver's license.
- Various onsite maintenance testing.

Physical Demands:

- Standing – Approximately between 1/3 and 2/3 of on-the-job time.
- Walking – Approximately between 1/3 and 2/3 of on-the-job time.
- Sitting – Approximately 1/3 of on-the-job time.

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- Use of hands to finger, handle or feel – Approximately between 1/3 and 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately between 1/3 and 2/3 of on-the-job time.
- Climbing or balancing – Approximately less than 1/3 of on-the-job time.
- Stooping, kneeling, crouching or crawling – Approximately between 1/3 and 2/3 of on-the-job time.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.
- Tasting or smelling – Approximately greater than 2/3 of on-the-job time.
- Weight lifted/Force exerted – Occasionally requires lifting of objects up to 50 pounds.
- Vision – Close vision (clear vision at 20 inches or less); Distance vision (clear vision at 20 feet or more); Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point); Depth perception (three-dimensional vision, ability to judge distances and spatial relationships); Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment:

- Environmental – Frequently exposed to wet or humid conditions (non-weather); work near moving mechanical parts; work in high, precarious places; fumes or air borne particles; outdoor weather conditions; extreme cold (non-weather); and extreme heat (non-weather). Occasionally exposed to toxic or caustic chemicals, risk of electrical shock and vibration.
- Noise – Loud (example: jack hammer work, front row at rock concert)
- Exposure to inmates and members of the public may expose employees to unpredictable behaviors and odors.

Supplemental Information:

- Clinton County is an EEO employer and will engage in the interactive process where necessary to determine if a reasonable accommodation can be implemented to permit any person to perform the essential functions of the job.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Employee Signature: _____

Employee Printed Name: _____

Date: _____