

**Jefferson County
Job Description**

Position Title:	Maintenance Helper	Grade Level:	III
Department	Maintenance Department	Date:	April 16, 2009
Reports to:	Maintenance Director	FLSA Status	NE

Statement of Duties: The employee is responsible for light mechanic, minor electrical, plumbing, carpentry and HVAC projects as required for the maintenance and upkeep of County Facilities and grounds. Employee is required to perform all similar or related duties.

Supervision Required: Under general supervision of the Maintenance Director, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed

Supervisory Responsibility: Employee, as a regular and continuing part of the job, does not supervise other employees.

Confidentiality: Employee does not have access to confidential information.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, labor/material costs or danger to public health/safety.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: Working conditions involve occasional exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Includes work under typical shop conditions or outdoor work which is suspended when weather conditions are poor. Work may involve general cleaning, occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time.

Nature and Purpose of Public Contact: Relationships are primarily with co-workers incidental to the purpose of the work involving giving and receiving factual information about the work.

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Ordinary courtesy and tact are required. Contacts with the public may be required on an occasional basis.

Occupational Risk: Essential functions regularly present potential risk of injuries from improper exposure which could result in loss of time from work. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with extremely heavy material, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats or boots may be required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Perform light maintenance including but not limited to minor electrical, plumbing, carpentry and HVAC work, changing light bulbs, changing filters, etc.
2. Perform preventative maintenance and minor equipment repairs as needed.
3. Perform daily rounds of the facilities and grounds to ensure the proper working order of all security systems. Includes camera, door card readers, alarm systems, controllers. Issues employee access cards for new employees.
4. Installs connections for internet and telephone lines.
5. Install drywall, move walls, paint and perform other office upkeep, maintenance and renovation work.
6. Works alone, or as a member of the Maintenance team, to ensure smooth operations and satisfaction of departments served by the maintenance Department.
7. Performs ground maintenance, including but not limited to lawn care, snow removal, leaf removal, and litter removal.
8. Ensures that safety is maintained at all times on the interior/exterior of the buildings for which responsible.
9. Maintains an awareness of security and maintenance deficiencies and corrects and/or reports such deficiencies to the Director of Maintenance or Office Assistant.
10. Responds to emergencies at any time.
11. Assist the Maintenance Mechanic on an as-needed basis and take on-site direction.

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12. Assists in the moving of furniture or equipment.
13. Promote positive relationships with other departments and the public.
14. Refer all instructions from other departments and/or requests for assistance to the Director of Maintenance or the Office Assistant.
15. Performs other duties as requested by the Maintenance Director and/or Maintenance Mechanic.
16. Attends continuing education workshops, seminars and classes to enhance skills.

Recommended Minimum Qualifications:

Education and Experience: High School degree or equivalent with one to three (1-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: A valid driver's license is required for this position. Must pass a background check.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and building maintenance. Working knowledge of the safety precautions, supplies and materials needed to perform duties. Knowledge of electrical, plumbing and carpentry work.

Abilities: Work independently and be self-motivated.

Skills: Efficient and thorough maintenance and repair of buildings and grounds.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them. There may be need to stretch and reach to retrieve materials. Usually, the work will require extended physical effort over a significant portion of the work day.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, using power tools or climbing a ladder.

Visual Demands: Visual demands include reading documents for general understanding.