

## Jefferson County Job Description

<b>Position Title:</b>	Facilities Helper	<b>Grade Level:</b>	IV
<b>Department</b>	Fleet & Facilities Management	<b>Last Updated:</b>	2/15/2023
<b>Reports to:</b>	Director of Fleet & Facilities	<b>FLSA Status</b>	NE

**Statement of Duties:** The employee is responsible for the cleanliness, orderliness and proper appearance of the County facilities assigned. Employee is required to perform all similar or related duties.

**Supervision Required:** Under general supervision of the Director of Fleet & Facilities, 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, and 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. 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 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.

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### **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. Performs light maintenance, including but not limited to minor electrical work, plumbing, and HVAC work, changing bulbs, changing filters, etc.
2. Clean County buildings, including but not limited to sweeping, scrubbing, mopping, waxing and/or buffing floors, vacuuming and shampooing carpets, cleaning surfaces and baseboards, polishing glass, furniture, fixtures and woodwork, washing windows and emptying and cleaning garbage receptacles.
3. Clean and maintain bathrooms, toilets, showers, locker rooms and fixtures and ensure all bathroom necessities are provided.
4. Ensures the appropriate inventory of supplies.
5. Assists in the moving of furniture or equipment.
6. Work 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. Paint and perform other office upkeep, maintenance and renovation work.
9. Assists with the transporting of equipment and materials between County buildings.
10. Ensures that safety is maintained at all times on the interior/exterior of the buildings for which responsible.
11. Maintains an awareness of maintenance deficiencies and correct and/or report such deficiencies to the Director of Fleet & Facilities.
12. Assist the Facility Mechanics on an as-needed basis and take on-site direction.
13. Responds to emergencies at any time.
14. Work schedule will include a rotational on call schedule. When on call, employee will be available 24/7 for the length of a week to respond to any issue or situation (both emergency and non-emergency) that may arise outside of normal business hours.
15. Promote positive relationships with other departments and the public.
16. Refer all instructions from other departments and/or requests for assistance to the Director of Fleet & Facilities.

### **Recommended Minimum Qualifications:**

Fleet & Facilities  
Facilities Helper

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**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.

Grade IV (4)

FY26 Salary Range: \$43,950-\$70,304

MAX Currently Budgeted for FY26: \$45,600