



JOB DESCRIPTION

JOB TITLE:	Building & Grounds Maintenance Worker	FLSA:	Non-Exempt
DEPARTMENT:	Facilities	GRADE:	A2
REPORTS TO:	Building & Grounds Supervisor	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for performing semi-skilled tasks in a multi-craft environment, including the maintenance and repair of mechanical, electrical, electronics, carpentry, plumbing, security and grounds elements of County buildings and facilities.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Assists in the repair, maintenance and remodeling of plumbing and pipefitting systems, equipment and facilities.
- Assists in the installation, maintenance and repair of electrical and electronic lighting, data communication, security, control, street lighting and related systems; performs installation and repair of motors, generators, transformers, conduit, and interior wiring components.
- Performs rough and finish carpentry, including cabinetry, shelves, dividers, paneling and partitions; assists in installing ceiling and flooring materials; installs locks, closing devices and other door and window hardware; prepares forms for cement laying and assists in the finishing of cement projects.
- Performs painting of interior and exterior building surfaces; prepares surfaces for painting, protects surrounding surfaces and uses a variety of methods to apply paint or other covering materials such as brushes, rollers and spray equipment
- Mows, trims, edges, fertilizes, and waters parks, playing fields and other landscaped areas; weeds, prunes, mulches, fertilizes, and sprays trees, plants and shrubbery; prepares soil for planting; seeds and re-sods lawn areas; plants trees, seedlings and shrubs.
- Installs, repairs and maintains irrigation systems; adjusts, repairs and replaces timing mechanisms; reads and interprets standard plans, specifications, blueprints and schematics; prepares as-built sketches.
- Inspects assigned areas; corrects or reports safety hazards; cleans and maintains park grounds, cemeteries, athletic fields, campsites, paved areas and paths; grooms and prepares ball fields and other park facilities for public use.
- Performs snow removal and salting of facilities and access ways.
- Operates and maintains a variety of hand and power tools and equipment related to activities.
- Observes safe work methods and uses safety equipment; secures worksites from safety hazards as necessary; attends safety meetings.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



BUILDING & GROUNDS MAINTENANCE WORKER

ESSENTIAL FUNCTIONS: (continued)

- Responds to questions and complaints from the public; carries out assignments in a non-disruptive manner in areas receiving heavy public use.
- Maintains basic records of work performed.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School diploma/GED; AND one (1) years of general maintenance experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Basic principles, equipment, methods and materials used in building and grounds maintenance activities.
- Operation and maintenance of a variety of hand, power and shop tools used in a variety of trade areas.
- Shop mathematics.
- Methods and techniques of planting, transplanting, cultivating, pruning and maintaining a variety of lawns, ground cover, plants, shrubs, hedges and trees.
- Safe work methods and safety regulations pertaining to the work.
- Basic record keeping practices.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Safely using and maintaining hand and power tools related to the work.
- Performing general maintenance work, individually or as a member of a crew, in various areas.
- Maintaining a variety of landscaped areas
- Safely operating construction equipment and vehicles.
- Making accurate arithmetic calculations.
- Reading and interpreting plans, maps and instructions.
- Understanding and following oral and written directions.



BUILDING & GROUNDS MAINTENANCE WORKER

Skill in: (continued)

- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Driver's License, CDL preferred
- OSH 30 certification within (6) months of employment.
- Aerial device certification, of the type(s) operated by Lyon County, within (6) months of date of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Strength and mobility to work in a typical field or shop maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to exposure to frequent travel, extreme weather conditions, noise, electrical shocks, hazardous chemicals, electrical currents, gases, dust and noxious odors.