

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Maintenance
DEPARTMENT: Building Maintenance
WORK SCHEDULE: As Assigned
JOB CATEGORY: Not Used

DATE WRITTEN: March 2006
DATE REVISED: January 2010

STATUS: Part-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Maintenance for the LaPorte County Building Maintenance Department, responsible for performing various maintenance and repair duties.

DUTIES:

Implements preventative maintenance program by prioritizing and performing routines maintenance and repairs of County buildings, grounds, and related equipment.

Performs general maintenance and repairs on County buildings including painting, building shelves, and remodeling as necessary and other related tasks as required.

Maintains building HVAC system, including changing filters, replacing bearings, belts and motors, and calibrating thermostats.

Performs major plumbing repairs, including fixing faucets, showers, sewer lines, water heaters, grinders, and replacing with new parts.

Maintains and evaluates building telephone, fire, electrical, and sprinkler systems, and makes major and minor wiring repairs and/or replacements as necessary.

Plows snow and performs other groundskeeping duties using appropriate equipment.

Maintains and repairs various pumps and motors as required.

Performs welding repairs, including replacing and repairing pipes and brackets as necessary.

Occasionally runs errands for department, such as picking up maintenance supplies and parts.

Serves on 24-hour call and responds to emergencies from off-duty status.

Performs general maintenance on County buildings, including painting, mopping, sweepings, stripping and waxing floors, changing light bulbs, emptying trash, washing windows, and perform checks on fire extinguishers.

Inspects conditions of restroom facilities, cleans, and replenishes supplies.

Maintains appearance of various offices by dusting and cleaning desks, tables, file cabinets and computer terminals.

Cleans and assists with setting up conference rooms for special functions.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED.

Must be at least 18 years of age.

Working knowledge of carpentry, concrete, electricity, heating, cooling, and plumbing, and ability to perform necessary inspections of building, grounds, and equipment and determine appropriate methods to secure necessary repairs.

Ability to apply knowledge of people/locations, plan/layout assigned work projects, and read/interpret detailed prints, specifications, and maps.

Ability to safely operate, protect, and maintain a variety of hand and/or power tools, such as hammer, screw drivers, wrenches, drills, air vice, power saws, ball blower, air nozzle, air compressor, deburring/deflashing tools, mop, broom, gauges, files, micrometer, driver, ratchet, steam cleaner, calipers, and electrical meters.

Ability to safely operate, protect, and maintain a variety of machinery/equipment, such as pallet jack, grinder, belt sander, pressure washer, sand blaster, delivery truck, punch press, drill press, cutting torch, and welding equipment.

Ability to properly operate standard office equipment, including computer, calculator, copy machine, fax machine, telephone, and 2-way radio.

Familiarization with proper use of chemicals and cleaning products.

Knowledge of applicable safety precautions and procedures.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended, evening, and/or weekend hours.

Ability to serve on 24-hour call and respond to emergencies from off-duty status.

Ability to perform physical requirements of essential duties.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent receives general instructions from supervisor and is responsible for inspection and repair of County buildings, grounds, and related equipment. Independent judgment is allowed to determine the best method to effect necessary repairs. Care and skill is required to protect building, grounds, and equipment. Work is reviewed upon completion to ensure adherence to instructions.

Incumbent reports directly to the Maintenance Supervisor.

III. PHYSICAL EFFORT:

Incumbent performs duties requiring moderate physical exertion, such as sitting/walking at will, standing/walking for long periods, lifting/carrying objects weighing between 25 to 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, driving, close/far vision, color/depth perception, hearing sounds/communication, and handling/grasping tools and equipment.

IV. WORKING CONDITIONS:

Incumbent performs duties in various work environments, including a standard office, storeroom, garage/shop, and in the field. Incumbent is exposed to extreme temperatures, inclement weather, cleaning chemicals and their fumes, dust, dirt, noise from motors and pumps, and confined areas and high places as required by maintenance tasks. Safety precautions, including the use of protective clothing and equipment, must be used at all times to avoid injury to self and others. Incumbent may be exposed to irate/hostile individuals.

Incumbent occasionally works extended, evening, and/or weekend hours. Incumbent is occasionally required to serve on 24-hour call and respond to emergencies from off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Maintenance for the LaPorte County Building Maintenance Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name