

Daviess County Fiscal Court Job Description

Job Title: Building and Grounds Technician
Department: Buildings and Grounds
Reports To: Project Manager
FLSA Status: Non-Exempt
Revised: November 2021

SUMMARY

Maintains County facilities and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Ensures county owned buildings and properties are clean, lights are in working order, and no issues exist, ready for public use.

Works closely with Project Manager reporting to the supervisor.

Mows, plants flowers, trims shrubs, picks up trash and debris, and performs other types of yard work at various locations.

Painting as required.

Cleans spills and cleans restrooms as needed including, but not limited to, blood spills.

Performs snow removal. All building sidewalks and steps must be cleaned before the start of business.

Performs overtime as required.

Ability to perform minor electrical, plumbing, and HVAC repairs.

Answers tenant/public concerns paying close attention to elected officials and their office needs.

Supervises inmate labor and court referral workers, when necessary.

Oversees, coordinates, and executes maintenance including, but not limited to, the following areas: HVAC, cleaning, plumbing, repair, landscaping, electrical, remodeling, construction and lawn.

Performs monthly building inspections such as roof, fire extinguishers, HVAC filters, Defibrillators, emergency lights and generators and ensures all are in good working order.

Coordinates with contractors and/or service delivery personnel.

Assists with or administers maintenance projects at other facilities when necessary.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities other than inmate supervision.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED). Two to three years related experience and/or training.

COMPUTER SKILLS

Ability to check email, open and complete county work order system, and learn computerized HVAC controls at different locations.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers, employees and organizations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Kentucky Driver's License

PHYSICAL DEMANDS

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 essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel; climb or balance; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to risk of electrical shock. The employee is frequently exposed to moving mechanical parts; high, precarious places; and vibration. The employee is occasionally exposed to fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate.