



Carbon County Job Description

Title:	Grounds and Building Maintenance Worker	Job Code:	
Department:	Maintenance	Effective Date:	01/2023
Reports To:	Supervisor	Last Revised:	
Full Time		FLSA Status:	Non-Exempt

Overall Responsibility:

The nature of the work requires a strong understanding of Commercial Facilities and Building Maintenance along with the ability to perform a wide range of semi-skilled to skilled maintenance and repair duties with minimal supervision. Will be responsible to perform a broad range of maintenance and repair as needed in all County buildings and County property. This position will also be responsible to perform snow removal of public buildings during the winter season including roads, parking lots, and sidewalks.

Key Tasks and Responsibilities:

- Perform semi-skilled to skilled, commercial landscape and grounds maintenance
- Apply weed prevention measures and chemicals
- Lawn care and mowing
- Maintain equipment and routine inspecting, cleaning, troubleshooting, and repairing as needed
- Commercial sprinkler repair, water line repair, troubleshoot sprinkler controls
- Maintain and inspect mechanical systems, buildings, and equipment to locate maintenance needs
- Replace: motors, belts, and filters as needed
- Assist fellow technicians and maintenance workers in a broad scope of repairs
- Receive work orders; confer with supervisors to determine work priorities and exact specifications of work requested
- Read and interpret site plans, blueprints, and schematics; maintain records of work performed, inventory of materials, supplies, tools, and equipment
- Grooming of equestrian venues during events
- Setup and tear down of events for County hosted events
- Operate a variety of hand and power tools and equipment as necessary in the performance of assigned duties
- Participate in snow removal by keeping the roads, parking areas, and walkways clear through the use of snowplows, sweepers, blowers, and hand shovels
- Occasional use of snow cat, aerial lifts, platform lifts, and bucket trucks to perform repairs and maintenance and may also including climbing TV and radio towers to make repairs to communication equipment

- Some weekends and evenings will be required as well as on call for snow events
- Perform other duties as assigned

Skills and Attributes:

Must be able to communicate effectively, both written and oral.

Must be self-motivated.

Must be able to convey detailed or important instructions or ideas accurately, loudly, or quickly.

Able to hear average or normal conversations and receive ordinary information.

Experience Requirement:

High school diploma required.

A CDL is required or to be obtained within 1 year of employment.

Equipment operation.

Must be computer literate.

The Physical Demands of the Work May Include:

- Sufficient dexterity to enable regular use of hands and fingers to operate various types of tools and equipment.
- The ability to stand, walk, kneel, crouch down, stoop, crawl, twist, and climb.
- The ability to perform light to strenuous physical/manual labor as required.
- The ability to work indoors, outdoors and on tops of buildings.
- The ability to use safe lifting techniques to routinely lift/carry/push/pull 25-pound objects and occasionally lift and move objects weighing up to 80 pounds.

The Working Conditions May Include:

- Performing work under various environmental conditions in all weather conditions and environments including exposure to cold, heat, and inclement weather.
- Performing work at heights and/or within confined/cramped spaces.
- Performing work around moderate to high noise levels, vibrations, chemicals, dust, flammable materials, construction materials, mechanical equipment, and electrical hazards.
- Incumbents shall be expected to wear appropriate (PPE) personal protective safety equipment including safety shoes, glasses/goggles, ear plugs, gloves and other safety gear as needed.

Employee Signature

Supervisor Signature

Date