

**Carbon County**

**Job Description**

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| **Title:** | Maintenance Worker | **Job Code:** |  |
| **Department:** | Maintenance | **Effective Date:** | **10/2020** |
| **Reports To:** | Supervisor | **Last Revised:** |  |
| **Full Time** |  | **FLSA Status:** | Non-Exempt |

**Overall Responsibility:**

Will oversee and be responsible for maintenance and repair as needed in all County buildings.

General maintenance of all County property. Responsible for all snow removal of public buildings (parking lots, sidewalks, roofs).

**Key Tasks and Responsibilities:**

Will maintain a current file of all records relating to repair of buildings.

Will be required to do inspections on ALL buildings on a quarterly basis.

Quarterly will change filters in all units.

Will report and make repairs as needed.

Schedule projects.

Fencing experts, welding, painting, plumbing, mechanics, and carpentry.

Will operate bucket trucks and tower climbers.

Perform other duties as assigned.

**Skills and Attributes:**

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

Must be self-motivated.

Must be knowledgeable in plumbing, heating, and air conditioning (commercial units)

**Experience Requirement:**

High school diploma required.

CDL required.

Prior maintenance experience required.

Must be able to read building plans.

Must be computer literate.

**Physical Effort/Environment:**

When talking one must convey detailed or important instructions or ideas accurately, loudly, or quickly.

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

Average, ordinary acuity necessary to inspect products or operate machinery.

Will work inside, outside (in all types of weather), and on tops of buildings.

Lift up to 80 pounds, may be required to move freezers, file cabinets, desks, safes, etc.

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Employee Signature Supervisor Signature

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Date