

Walsh County, North Dakota

Job Description: Maintenance Technician I

SCOPE OF WORK:

Employees in this position are responsible for assisting the Maintenance Technician II and are under the general supervision of the Highway Superintendent. A Maintenance Technician I is responsible for a wide variety of semi-skilled tasks in the general cleaning, maintenance and minor repairs of the Courthouse Campus buildings and grounds. This is a Part-Time, Non-Exempt position.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Perform general labor and grounds work:
 - Cuts grass, rakes leaves, manage flower beds, sweeps walks, snow removal on sidewalks and steps, picking up trash and litter, and operating maintenance equipment.
- Plant, fertilize, spray, water, prune, seed, propagate and cultivate grasses, flowers, bushes trees and other plants and shrubbery.
- Cleans and dusts furniture, office equipment, fixtures and related furnishing. Is not responsible for dusting employee desks, other personal belongings or personal wall decorations.
- Collects waste, paper, and other debris including recycling materials and empties trash cans.
- Sweeps, mops, scrubs, waxes and polishes floors and tile. Vacuums, and shampoos carpets and cleans baseboards.
- Cleans and sterilizes restroom facilities and replaces supplies daily.
- Cleans walls, windows, window sills, panels, woodwork, glass doors, stairwells and railings.
- Polishes steel, chrome and brass building hardware.
- Move furniture, equipment and supplies.
- Fix and repair office furniture, etc.
- Performs routine building and equipment maintenance.
- Lock and unlock doors and provided security when buildings are not occupied.
- Perform other duties as assigned.

MISCELLANEOUS DUTIES:

- Communicate with members of the public, vendors, contractors and fellow employees.

- Notify Maintenance Technician II or Highway Superintendent (if supervisor is not available) regarding major repairs or recommendations related to maintenance of buildings and grounds.
- Assist County Employees in lifting/relocating office furniture, hauling supplies, etc.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to follow written and oral instructions.
- Knowledge of equipment and tool use, repair and maintenance.
- Ability to perform manual labor sometimes under adverse weather.

PHYSICAL REQUIREMENTS:

- Ability to lift weights over 50 pounds. Will need to get assistance for lifting some heavier loads.
- Walk (move, traverse) frequently, often carrying and placing loads requiring bending and twisting.
- Climb (stairs, ladders, into equipment) or balance frequently.
- Kneel for prolonged periods performing maintenance items.
- Talk and hear (communicate, detect, converse with, discern, convey, and express oneself, exchange information) constantly.
- See (detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess) constantly.
- Reach often with loads or tools (hand, power)

MINIMUM QUALIFICATIONS:

- High School graduate or equivalent.
- Valid North Dakota driver license with a clean driving record.
- Must be in good physical condition; frequent use of hands/fingers/legs required.
- Must pass criminal background check.

SPECIAL WORKING CONDITIONS:

- NONE

CLARIFICATION CLAUSE:

- This job description is not intended and should not be construed to be a complete list of all skills, duties, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining a maintenance technician related position. The job description is not a contract. The County reserves the right to modify job descriptions at any time.

Employee Signature

Date