

## **ASHE COUNTY JOB DESCRIPTION**

### **JOB TITLE: BUILDING/GROUNDS MAINTENANCE WORKER**

#### **PUBLIC BUILDINGS DEPARTMENT**

##### **GENERAL STATEMENT OF JOB**

Under general supervision, employee performs general carpentry work in the construction, maintenance, alteration and repair of County buildings and facilities. Employee is responsible for the repair or alteration of floors, ceilings, stairways, partitions, doors and roofs. Employee is also responsible for assisting contractors with maintenance of the HVAC systems, and alarm systems. Work is performed in accordance with established trade practices. Employee must exercise independent judgment in completing assigned tasks. Employee will report to the Maintenance Director and will act as the Maintenance Director if needed.

##### **SPECIFIC DUTIES AND RESPONSIBILITIES**

###### **ESSENTIAL JOB FUNCTIONS**

Performs skilled carpentry and renovation work in the construction, repair, alteration or installation of floors, wheelchair ramps, roofs, stairways, partitions, doors, windows and screens, and related hardware; builds and installs cabinets, counter tops, book cases, storage shelves, etc.; sands, seals, and finishes woodwork.

Utilizes such wood shop equipment as table saws and drill presses as needed

Utilizes various hand tools as needed.

Operates and maintains the HVAC system for all County buildings, ensuring that they each maintain proper temperature.

Monitors and maintains all alarm systems in all County buildings, including all fire alarms, sprinkler systems, and smoke detectors.

Maintains all water and sewer systems in all County buildings, performs minor plumbing and electrical repairs.

Employee is responsible for assisting with snow removal on all parking lots with a County provided vehicle and along with staff, shovels snow and spreads snow-melting materials.

Monitors and maintains elevator systems in all County buildings.

Reads and interprets blueprints and specifications.

Hangs and finishes sheetrock, paneling, wallpaper, tile and moldings, installs glass panes; installs suspended ceiling grids and tiles.

Assists with small construction projects.

### **ADDITIONAL JOB FUNCTIONS**

Sweeps, mops, vacuums, strips, waxes and buffs floor surface.

Cleans restroom areas and replenishes paper supplies and soap as necessary.

Monitors buildings to inspect for safety or maintenance problems; addresses problems as necessary.

Paints interiors and exteriors of rooms.

Sweeps sidewalks and walkways outside of buildings; polices grounds; picks up debris.

Identifies and resolves facility maintenance issues as needed.

Performs any other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school with experience in the facility maintenance field; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### **SPECIAL REQUIREMENTS**

Possession of a valid North Carolina driver's license.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of the standard methods, materials and equipment employed in maintenance work.

Working knowledge of the procedures, materials and equipment related to the plumbing, masonry, mechanical and electrical trades.

General knowledge of the occupational hazards of building trades work and the associated safety precautions.

Some knowledge of cleaning procedures and the use of cleaning materials.

Skilled in the use and care of a variety of hand and power tools necessary to perform carpentry, plumbing, masonry, mechanical, and electrical trades work.

Ability to understand and follow oral and written instructions.

Ability to understand and work from blueprints and specifications.

Ability to estimate time and materials necessary to complete various projects.

Ability to make routine mathematical calculations.

Ability to supervise and assist small work crews.

Ability to perform manual labor for extended periods of time as required by work assignments.  
Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including table saws, radial arm saws, and drill presses, hammers, saws, planers, ladders, tape measures, levels, etc. Must be physically able to operate vacuum cleaners, carpet shampooers, brooms, mops, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are for Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, blueprints, schematics, etc. Requires the ability to prepare blueprints, work orders, forms, etc. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal

with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude**: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and building trades terminology.

**Numerical Aptitude**: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide. Requires the ability to measure distances.

**Form/Spatial Aptitude**: Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination**: Requires the ability to coordinate hands and eyes rapidly and accurately in using carpenters' tools and woodworking equipment.

**Manual Dexterity**: Requires the ability to handle a variety of items such as carpentry equipment. Must have minimum levels of eye/hand/foot coordination.

**Color Discrimination**: Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament**: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication**: Requires the ability to talk and hear: (Talking, expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.