



## JOB DESCRIPTION

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**JOB TITLE:** Building and Grounds Maintenance Worker

**DEPARTMENT:** Potter County Maintenance

**SUPERVISOR'S TITLE:** Potter County Facilities Supervisor

**JOB CLASS:** non-union

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### PART-TIME MAINTENANCE

#### GENERAL DESCRIPTION

A Building and Grounds Maintenance Worker is a semi-skilled worker in several trades including routine care of public buildings and surrounding grounds. The Building and Grounds Maintenance worker performs various semi-skilled tasks in the repair and maintenance of machinery, buildings and equipment.

#### ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

Work involves primary responsibility knowledge in several trades. A Building and Grounds Maintenance worker exercises semi-technical independence in determining work methods and procedures and receiving assignments orally or through written instructions.

THE PRIMARY DUTIES OF THIS POSITION ARE TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Knowledge, understanding, and application of the safety practices related to this position.
- Make repairs and alterations to building interior and exterior.
- Perform general day to day maintenance tasks.
- Perform lawn care and snow removal on an as needed basis
- Ability to learn all locations of all County owned/ leased property's
- Assign and oversee tasks for jail and community service workers
- This position will be considered "essential personnel" and will be responsible for responding in inclement weather and after hours
- Perform preventive maintenance inspection and make routine repairs on County owned property.
- Perform basic plumbing, electrical, carpentry, drywall, paint, and HVAC repairs as needed
- Ability to complete paperwork and online forms using smart phone or computer.
- Day to day cleaning in absence of housekeeper, as well as ability to do deep cleanings as needed or requested.

GENERAL RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED, TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Knowledge of all cleaning chemicals and their uses.
- Perform inspections and repair shop tools or equipment.
- Respond to any distress or emergency calls and assist with building security when needed.
- Deliver products to their respective locations



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- Maintain a professional representation of Potter County.
- Must be knowledgeable and willing to work on any piece of equipment, building, or grounds, owned or leased by Potter County.
- Must be willing to be trained to work in County owned jail
- Other responsibilities and/or duties as assigned or requested.

### **QUALIFICATION REQUIREMENTS**

#### KNOWLEDGE AND ABILITIES:

- Must be able to and willing to follow orders and directions given
- Basic handyman abilities.
- Knowledge and understanding of the proper handling of hazardous materials.
- Able to organize tasks and assign work to Jail and community service workers.
- Must be able to read and write and have the mental capacity to complete required paperwork and records.
- Must possess a minimum of a valid "Class C" Pennsylvania Driver's License.
- Must have at least two (2) years of experience in the basic principles of electricity, plumbing, carpentry, concrete work.
- Basic computer/smart phone skills.

#### EXPERIENCE AND TRAINING:

- High school diploma or equivalent
- Must be knowledgeable and understanding to address and make sure maintenance tasks around the building and grounds are completed in an efficient and safe manner.
- Must be able to operate trucks, lawn mowers, tractors, forklift, have the ability to back up trailers and any other equipment needed for this position

#### PHYSICAL REQUIREMENTS:

- Must be able to move, operate, lift, and store specialized equipment that includes, but is not limited to, hand tools, shop machines, and power tools.
- Must be able to frequently perform lifting and carrying of tools, equipment, parts, and other items weighing up to 100 pounds.
- Must be able to complete tasks that may require bending, twisting, climbing, squatting, crouching, and balancing.
- Must be able to frequently enter and exit vehicles that are high off the ground
- Must be able to spend 100% of the day standing and or walking on surfaces such as concrete, metal and gravel.
- Must be able to spend 100% of the day exposed to heat, cold, water, dust, irritants, etc.
- Must be able to be exposed to and work with hazardous materials.
- Must be able to pass random drug and alcohol tests.
- Must be able to work in high locations



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**HOURS:** Monday – Friday 8:00am – 4:30pm with ½ hour (unpaid) for lunch  
Up to 29-hour work week;

**PAY RATE AND BENEFITS:** \$13.50-\$15.50 based on experience.



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### SIGNATURE PAGE

#### Approved by Potter County Commissioners

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Nancy J. Grupp, Chair

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Date

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Paul W. Heimel, Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert Rossman, Commissioner

\_\_\_\_\_  
Date

#### Attest:

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Jessica Giebel, Chief Clerk

\_\_\_\_\_  
Date