

I. SKILLS AND KNOWLEDGES:

High school diploma or GED.

Must be at least 18 years of age.

Working knowledge of and ability to make practical application of Department safety policies and procedures and basic janitorial and sanitation requirements for assigned areas of responsibility.

Working knowledge of applicable safety practices and procedures with ability to take proper precautions and ensure safety of self and others.

Working knowledge of maintenance practices, building upkeep, and basic carpentry, plumbing, electrical and mechanical trades, with ability to complete renovations/repairs on buildings and equipment, ability to analyze and diagnose causes of mechanical and electrical malfunctions and complete related maintenance and safety measures as required.

Knowledge of safety precautions and practices applicable to working with a variety of cleaning chemicals, with ability to read and understand equipment manuals and label directions for correct mixing and use of cleaning supplies.

Ability to physically perform the essential duties of the position, including exerting sustained physical effort, bending, stooping, crouching, stretching, prolonged standing/walking, climbing ladders, exposure to extreme hot or cold temperatures, and lifting/carrying objects weighing over 50 pounds.

Ability to operate a variety of hand and/or power tools, in performance of duties, including, but not limited to, hammer, screw drivers, wrenches, drills, power saws, ratchet, files, broom, mop, and deburring/deflashing tools.

Ability to operate a variety of machinery and/or equipment in performance of duties, including, but not limited to, grinder, pressure washer, lawn mowers and related lawn equipment, and hand truck.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Computer Skills

Ability to effectively communicate with co-workers, other County personnel and public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work on several tasks at the same time and occasionally work rapidly for long periods, under time pressure.

Ability to apply knowledge of people and/or locations, plan and layout assigned work projects, and perform arithmetic calculations.

Ability to read and interpret detailed prints, sketches, layouts, and specifications.

Ability to occasionally work extended, evening, and/or weekend hours.

Ability to serve on 24-hour call and respond swiftly, rationally, and decisively to emergency situations.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs maintenance duties with priorities primarily determined by supervisor. Incumbent receives indirect or occasional supervision with care and skill required to prevent damage to self, others, tools and/or equipment.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County personnel, and public for the purpose of exchanging information.

Incumbent reports directly to Maintenance Supervisor.

IV. PHYSICAL EFFORT:

Incumbent's duties involve standing/walking for long periods, pushing/pulling/lifting objects weighing over 50 pounds, reaching, bending, crouching/kneeling, driving, climbing ladders, walking on uneven terrain, close/far vision, depth perception, hearing sounds/communication, and handling/grasping/fingering objects.

V. WORK ENVIRONMENT:

Incumbent performs duties in a variety of offices and buildings, and/or outdoors with exposure to dust, slippery surfaces, adverse weather conditions, moving parts, power tools and machinery and potentially hazardous cleaning materials. Incumbent periodically works on high ladders. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent occasionally works extended, evening, and/or weekend hours. Incumbent serves on 24-hour call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDEMENT

The job description for the position of Maintenance Part-Time for the Maintenance Department describes the duties and responsibilities for the employment in this position. I acknowledge that I have received this job description, and understand that is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print/Type Name