



Maintenance Worker II

Public Works

Position # : PWD 1245
FLSA: Non-Exempt
Grade: 10

JOB SUMMARY

This position is responsible for participating in the maintenance and repair of county buildings, grounds, parks and sports fields.

ESSENTIAL FUNCTIONS

- Participates in the maintenance and repair of HVAC systems, lighting systems, electrical systems, plumbing systems and alarm systems in county buildings.
- Repairs ceilings, walls and floors; makes carpentry repairs.
- Repairs doors and windows; replaces locks.
- Paints interior and exterior surfaces.
- Operates a tractor to grade unpaved roads.
- Assists with snow removal operations.
- Constructs and moves furniture.
- Operates lawnmowers, weed trimmers, leaf blowers and other ground maintenance equipment.
- Collects litter and garbage from county property.
- Maintains assigned tools and equipment; makes minor repairs.
- Trims and removes trees and shrubs.
- Maintains and repairs landscaping.
- Ensures compliance with safety policies and procedures.
- Responds to after-hours emergencies as schedules by supervisor.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of building and grounds maintenance principles.
- Knowledge of department and county policies and procedures.
- Knowledge of equipment operation and maintenance principles.
- Skill in planning, organization, and decision making.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Facilities Supervisor or Grounds Supervisor assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include equipment operation manuals and county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related maintenance duties. Frequent interruptions contribute to the complexity of the work.
- The purpose of this position is to maintain county buildings and grounds. Successful performance contributes to safe, attractive and well-maintained facilities.

CONTACTS

- Contacts are typically with co-workers, other county personnel, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts objects lifts light and heavy objects. The employee climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.