

LEAVENWORTH COUNTY JOB OPENING

VACANCY #25-12-2

{Please reference this number on the job application.}

POSITION: Building Maintenance Technician Building & Grounds- Leavenworth County, KS

SALARY: \$22.64-\$23.56/hour

County Employees: May submit their application to the Human Resources Department Suite 104, in the County Courthouse, via email to hr@leavenworthcounty.gov, or via fax to (913) 684-1028.

General Public: May apply at the Leavenworth Workforce Center, 515 Limit Street, Leavenworth, Kansas.

EMAIL applications to hr@leavenworthcounty.gov or fax the application to (913) 684-1028.

Application may be found on the Leavenworth County website at: www.leavenworthcounty.gov

To be considered, interested applicants must fill out a county application, a signed copy of this job description does not equal an application.

THE POSITION CLOSES WHEN FILLED

LEAVENWORTH COUNTY JOB DESCRIPTION

TITLE: Building Maintenance Technician

DEPARTMENT: Building and Grounds

PAY LEVEL: Level 12 Step 4-6 \$22.64-\$23.56/Hour

EXEMPT/NON-EXEMPT: N

LOCATION: Leavenworth County Court House, 300 Walnut, Suite 007, Leavenworth, Kansas 66048

SUPERVISOR: Director of Buildings and Grounds

RESIDENCY POLICY

Residency is defined as the place where one's primary residence is located. The boundaries for Leavenworth County employees incorporate adjacent counties to include: Wyandotte, Johnson, Douglas, Jefferson, and Atchison Counties in Kansas and Platte County, Missouri. Certain departments within the County may have more stringent requirements for residency such as the Sheriff's Department and Emergency Medical Services. Any exception to this residency requirement must be specifically approved by the BOCC. (Revised 04/21/05)

PERCENTAGE OF TIME

15%
20%
20%
15%
5%
5%
10%
0%
5%
5%

ACCOUNTABILITIES

1. Building walk-through custodial
2. Building work orders
3. Household repairs
4. Electrical repairs
5. HVAC repairs
6. Concrete repairs
7. Mowing and landscape
8. Forecasting maintenance and assigning tasks
9. Construction projects
10. Safety

SCOPE

Serves as an experienced tradesman to a variety of building maintenance tasks designed to construct, repair, and maintain facilities. Services performed are within the facilities managed by Leavenworth County Department of Building & Grounds. The work performed will be directed by the Director of Buildings & Grounds and based upon routine maintenance schedule, work orders, and special projects. Tradesman receive daily tasks both verbally and electronically. Tradesman must be capable of inspecting and evaluating a maintenance situation and determining if a hired contractor is required or if the task scope may be completed in-house. The knowledge and skills of an experienced tradesman are broad with capabilities that allow independent task completion, collaborative effort, or under minimal supervision. An experienced tradesman must be capable of creating a work plan for minor tasks to be completed in-house and reviewing it with the lead tradesman, supervisor or Director for implementation.

MINIMUM SKILLS AND KNOWLEDGE (*Required prior to employment)

1. Skilled to work independently and safely to perform standard tasks relating to building and grounds maintenance.*
2. Skilled with using various hand and power tools.*
3. Ability to move, repair, assemble and disassemble office furniture and equipment.*
4. Knowledge of standard plumbing such as free plugged waste lines, repairs and replacements to valves, faucets, sinks, toilets, water fountains and other water using devices.*
5. Knowledge of standard electrical repairs and replacements to light fixtures, receptacles, and light switches.*
6. Knowledge of standard building repairs such as replacement of door hardware and locks, spot carpet lying and repair, drywall replacement, patching and painting, landscape replacement and minor housekeeping such as sweeping.
7. Skilled in the assessment and repair of minor HVAC breakdowns and tune-ups.*
8. Knowledge in concrete assessment and repair techniques.
9. Skilled in assessing the scope of work for minor construction projects.
10. Knowledge of creating work plans and prioritization of work orders.
11. Skilled in communication for instruction and receipt of verbal and written direction from supervisors, facility users and general public.
12. Ability to recognize and alert supervisors when professional help is needed to make repairs to the county building mechanical, electrical and/or plumbing systems.

HUMAN RELATIONS *(This is not an inclusive list, other tasks/duties may be assigned.)*

Candidate will work independently and/or closely with supervisor and master tradesman for repairs and standard maintenance of county buildings. Must possess the ability to communicate clearly and concisely in person, on the phone, in emails or other forms of appropriate communication as set by the Director of Building & Grounds. Must be able to discuss diagnosis results, plan of action, and take direction while collaborating or receiving direction. Must be capable of maintaining effective and professional working relationships with colleagues and facility users. Must maintain a high level of professionalism regardless the complaint or work order.

ILLUSTRATIVE TASKS *(This is not an inclusive list; other tasks/duties may be assigned)*

1. Perform skilled maintenance and repairs and work orders. Examples such as inspects of fire extinguishers and equipment; lubricates motors; change air filters, maintain supervisor's inspections schedule, and prepare for tune-ups to minor building equipment.
2. Deliver and unload supplies and materials for County Departments and District Court.

3. Keep all public areas clean and presentable during all seasons. Typical duties such as removal and prevention of snow and ice from parking lots and walkways in the winter and perform minor landscape and housekeeping duties to keep public areas fresh and presentable in the summer.
4. Loading a trailer, driving to facilities, and mowing and spraying of facilities in the summer with the assistance of the Noxious Weed division.
5. Perform skilled household repairs such as locate and remove blockages from wastewater lines, replacement and spot repair of carpet, and replace drywall, patch and paint interior, patch masonry and repair exterior walls.
6. Replace broken items in restrooms and hallways, such as soap dispensers, paper towel racks and secure hand rails and signs throughout the building.
7. Remove and replace locking devices, repairs to doors and locks, door handles and hardware.
8. Perform standard electric repairs such as locate electrical issues, repair and replace light fixtures, receptacles, and switches.
9. Move office furniture and furnishings throughout the building using various carts, two and four wheel dollies.
10. Perform complex repairs or replace office furniture such as desk drawers, file cabinets, typewriter stands and chairs.
11. Perform routine maintenance and minor repairs on HVAC systems.
12. Assess minor construction scope and create work plans for review by lead tradesman, supervisor or Director.
13. Perform minor concrete repairs and address assessment deficiencies of trip hazards and sidewalk safety items.
14. Assist contractors in repair of electrical, HVAC, plumbing, security equipment and miscellaneous county equipment.

MINIMUM QUALIFICATIONS

Applicant shall pass pre-employment verification items to include a urinalysis and physical capacity test. Applicant shall possess a high school diploma or equivalent. Must be at least 18 years old and possess a valid driver's license. Must meet requirements outlined in Knowledge and Skills section marked with an * and demonstrate experience in building maintenance, repair and grounds keeping.

ENVIRONMENTAL DEMANDS

Work involves lifting up 100 pounds, frequent walking, standing stooping and bending. The employee is required to work outdoors and is exposed to hot and cold weather extremes. Other forms of exposures are dust, paint, lacquer, dirt, grease and varnish fumes when working indoors.

ADA/PHYSICAL DEMANDS

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|----------------------------|---|
| 1. <u>Vision</u> | Must be able to read instructions. |
| 2. <u>Hearing</u> | Must be adequate for normal conversation, two-way radio use and to assess the operation of building equipment (motors, fans, water flow). |
| 3. <u>Speech</u> | Must be able to speak and understand English clearly. |
| 4. <u>Standing</u> | Job requires being on your feet 90% of the work day. |
| 5. <u>Walking</u> | Job requires being able to walk 90% of the work day. |
| 6. <u>Sitting</u> | As needed when conducting repairs/using equipment (truck or tractor). |
| 7. <u>Lifting/Carrying</u> | 100 pounds – Required when moving furniture, office equipment, tools, and handling 50 pound bags of ice-melt. |
| 8. <u>Pushing/Pulling</u> | Required when pushing tool cart, moving large equipment, shoveling |

- 9. Climbing/Balancing snow and using two-wheel dolly. Required when working from step ladders, extension ladders and scaffolding to perform maintenance duties.
- 10. Stooping/Kneeling Necessary in the normal course of everyday requirements (working on office furniture, climbing in air handlers).
- 11. Reaching/Handling Required when moving ladders, reaching overhead to change lamps, pulling and dragging large items and handling everyday tasks
- 12. Heights Work off extension/step ladders including one and/or two-man Genie lift and scaffolding.

I have read the job description and understand the content.

Signature

Date

LEAVENWORTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER