

ADAMS COUNTY **CLASS SPECIFICATION**

MAINTENANCE WORKER - LABORER

Department: Courthouse
FLSA Designation: Non-exempt (Covered)

Pay Grade: 4
Effective Date: Sept. 2017

Purpose of Class:

Performs general labor, maintenance and/or service work for the County; performs related work as required.

Primary Function:

The primary function of an employee in this class is to perform general maintenance and repair work for the County. The job is classified as temporary/season in nature, on an "as needed basis." The work is performed under the direct supervision of the Board of Commissions. Hazards may involve the use of power tools, equipment.

Essential Duties and Responsibilities (will vary by assignment):

- Performs light plumbing; maintains heating and cooling system, including air filters;
- Fixes any unexpected problems, such as plugged drains, snow issues; sprinkler systems
- Maintains light fixtures;
- Repairs damaged walls, paints – when necessary, repairs furniture, bookshelves, bulletin boards, etc.;
- Refurbishes benches, picnic tables, bleachers, receptacles, and signs;
- Performs general labor tasks for any County department as assigned;
- Communicates and gets subcontracts coordinated, when needed
- Performs all work duties and activities by County policies, procedures, and safety practices.
- Communicate with departments regarding issues and concerns via email
- Job is on an "as needed basis" and subject to budgetary conditions
- Organize backflow testing for all county facilities

Other Duties and Responsibilities:

- Performs other related duties as required.
- Prior approval by BOCC for all projects and/or expenditures

Competency Requirements:

Knowledge of:

- Safe operation of basic power and hand tools;
- Basic maintenance procedures on a motor vehicle and other equipment.

Ability to:

- Follow written and oral instructions;
- Operate power equipment, including but not limited to, grounds keeping equipment, riding and walk-behind mowers, trimmers, backhoe and tractor, snow blowers and related equipment;
- Operate hand and power tools;
- Operate, adjust, and monitor automated sprinkler control systems;
- Work weekends, evenings and holidays if need; on call;
- Communicate effectively with the public and other employees including in sensitive situations.

Acceptable Experience and Training:

- High school diploma or GED equivalency is required, or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Essential Physical Abilities:

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a variety of applicator equipment, power and hand tools, make adjustments to equipment, and operate a motor vehicle;
- Sufficient strength to lift objects of 50 pounds;
- Sufficient personal mobility, agility, and flexibility to perform maintenance and applicator operations and perform strenuous activities for extended periods of time in varied weather conditions.
- Subject to criminal background checks