



**Human Resources Department
Clinton County, Iowa**

Lynn Tibbetts – Human Resources Manager

County Administration Building
1900 N. 3rd Street – P.O. Box 2957
Clinton, Iowa 52733-2957

July 29, 2014

Clinton County has an opening for a full-time Building Maintenance II worker. Applications are being accepted at the Clinton County Human Resources Office, 1900 North 3rd Street, P.O. Box 2957, Clinton, Iowa, 52733, through August 15, 2014. (EEO/AA). Applications (**for printing a hard copy**) and a complete job description & requirements are available online at <http://www.clintoncounty-ia.gov/>

www.clintoncounty-ia.gov

Phone (563) 244-3450 • email ltibbetts@clintoncounty-ia.gov

CLINTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER M/F

Clinton County, Iowa Job Description

Building Maintenance Department

Job Title: Maintenance II	Job Code: N/A
Department: Building Maintenance	Pay Grade: 7
Revision Date: July 20, 2014	FLSA: Union Position

Summary: Under the direction of the Building Maintenance Manager, maintains a safe and comfortable environment for the public and County employees. Performs technical, mechanical, electrical, plumbing, HVAC and boiler equipment work. Performs work on all County buildings.

Essential Duties: Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Maintains a safe and comfortable working environment in County buildings.
- Maintains mechanical, electrical, HVAC and boiler equipment.
- Is familiar with custodial supplies and chemicals.
- Fill in for housekeeping staff when on vacation.
- Monitors and controls all water systems with chemical treatment.
- Communicates all building activities with the Building Maintenance Manager and Building Maintenance Supervisor.
- Operates and maintains lawn and snow removal equipment.
- Must be able to operate a fork lift.
- Must be able to trouble shoot minor electrical problems.
- Must be able to trouble shoot minor plumbing problems.
- Have basic computer skills to be able to maintain documentation for maintenance record keeping.
- Climbs ladder and replace light bulbs and ballasts.
- Performs minor mechanical repair work using proper power equipment and hand tools.
- Paint, wash walls, scrub, strip and wax floors. Set up meeting rooms, unload license plates, office equipment and supplies, moves files and desks in and between offices.
- Does work directed by the Building Maintenance Manager or Building Maintenance Supervisor in the absence of the Building Maintenance Manager

Qualifications: To perform this job successfully, the Maintenance II must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

Education/Experience:

Must have a 2 years technical degree in the maintenance field or have one to three years of on the job experience in at least one of the following related fields: electrical, HVAC, plumbing, cabling, or construction. You must have at least one of these to be qualified to apply for this position.

Language Skills:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations:

- Possess a valid driver's license.
- Various onsite maintenance testing.

Physical Demands:

- Standing – Approximately between 1/3 and 2/3 of on-the-job time.
- Walking – Approximately between 1/3 and 2/3 of on-the-job time.
- Sitting – Approximately between 1/3 and 2/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately between 1/3 and 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately between 1/3 and 2/3 of on-the-job time.
- Climbing or balancing – Approximately less than 1/3 of on-the-job time.
- Stooping, kneeling, crouching or crawling – Approximately between 1/3 and 2/3 of on-the-job time.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.
- Tasting or smelling – Approximately greater than 2/3 of on-the-job time.

- Weight lifted/Force exerted – Occasionally requires lifting of objects up to 50 pounds.
- Vision – Close vision (clear vision at 20 inches or less); Distance vision (clear vision at 20 feet or more); Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point); Depth perception (three-dimensional vision, ability to judge distances and spatial relationships); Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment:

- Environmental – Frequently exposed to wet or humid conditions (non-weather); work near moving mechanical parts; work in high, precarious places; fumes or air borne particles; outdoor weather conditions; extreme cold (non-weather); and extreme heat (non-weather). Occasionally exposed to toxic or caustic chemicals; risk of electrical shock and vibration.
- Noise – Loud (example: jack hammer work, front row at rock concert)

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.