

Clinton County, Iowa
Job Description

Job Title: Maintenance II	Reports to: Park Supervisor
Department: Conservation	Pay Band: B21
Revision Date: 4/9/24	FLSA: Non Exempt

SUMMARY: Under Supervision, provides service to maintain County Conservation lands and facilities; provides specific assistance to the public as needed; inspects areas; recommends and performs maintenance to the unit assigned.

Essential Job Duties and Responsibilities:

- Maintains a safe and comfortable working environment in County buildings and parks.
- Conducts daily checks, makes major repairs, and performs preventative maintenance duties on equipment such as electrical systems, plumbing, mower, weed-eater, septic systems, tractors, trailers, trucks, and other maintenance equipment.
- Ability to perform basic construction, repairs, and remodels.
- Operate lawn equipment with mower, power and hand trimmer and saws. Be able to cut down trees and trim shrubs and trees; operates spray equipment; operates tractor with blade, dump truck, loader, and backhoe. Operates snow removal equipment.
- Conducts quality control inspections and reports minor/major repair and maintenance needs to the supervisor.
- Cleans, maintains, and stores equipment and supplies; maintains a supply inventory.
- Discuss materials and equipment needs with the supervisor in order to carry out a project; processes approved purchases for items such as lumber, sheet rock, electrical components, and repair parts.
- Is familiar with custodial supplies and chemicals.
- Must be able to safely trouble shoot minor electrical and minor plumbing problems.
- Have basic computer skills to be able to maintain documentation for maintenance record keeping.
- Climbs ladders and replaces 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.
- May work a nonstandard workweek.

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- Other assigned duties

Minimum Qualifications Requirements - (Education and Experience):

- High school diploma or general education degree (GED) with training or experience in maintenance field is required.

Minimum Qualifications – (Knowledge, Skills and Abilities):

- Ability to organize and prioritize multiple responsibilities and completing priorities by being flexible to meet demands of department changes
- Ability to effectively utilize power tools.
- Ability to establish and maintain effective working relationships with co-workers, government officials, community groups, and other law enforcement agencies.
- Detail oriented in presentation of documents, reports, lists and correspondence.
- Thorough knowledge of law practices and policies.
- Ability to interact with a variety of people, some in emotionally stressful situations.
- Ability to adhere to policy
- Ability to uphold a positive image of the Clinton County Conservation Board.

Language Skills:

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

Work Environment:

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- Ability to work at times within stressful and confidential situations.
- Environmental – Frequently exposed to wet or humid conditions, work near moving mechanical parts; work in high, precarious places; fumes or air borne particles; outdoor weather conditions; extreme cold and extreme heat. Occasionally exposed to toxic or caustic chemicals; risk of electrical shock and vibration.
- Noise – Loud (example: jack hammer work, Large earth moving equipment)

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.

Certificates, Licenses, Registrations:

- Must possess a valid driver's license

Supplemental Information:

- Clinton County is an EEO employer and will engage in the interactive process where necessary to determine if a reasonable accommodation can be implemented to permit any person to perform the essential functions of the job.

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.

Employee Signature: _____

Employee Printed Name: _____

Date: _____