

Clinton County, Iowa  
Job Description

**Building Maintenance Department**

Job Title: Maintenance II	Reports to: Maintenance Manager
Department: Building Maintenance	Pay Band: B
Revision Date: December 2025	FLSA: Non-exempt

**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 Job Duties and Responsibilities:**

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.
- Maintains and orders all housekeeping supplies and SDS sheets with housekeeping supplies.
- Fill in for housekeeping staff when on vacation.
- Monitors and controls all water systems with chemical treatment.
- Communicates all building activities with the Maintenance Manager and Building Maintenance Supervisor.
- Operates and maintains lawn and snow removal equipment.
- Maintain first aid kits in all offices in the Courthouse, Law Center and Admin Building
- Must be able to operate a skid loader.
- 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.
- Climb ladders 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, move files and desks in and between offices.
- Does work directed by the Maintenance Manager or Building Maintenance Supervisor in the absence of the Maintenance Manager.

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- Help with setting up election sites, assists election sites are ADA compliant, and assists with voting ballot transportation as directed by the Maintenance Manager.
- Perform all other duties assigned by Maintenance Manager.
- Ability to maintain professionalism with County officials, employees and the public.

### **Minimum Qualifications Requirements - (Education and Experience):**

**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-year 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. High School Diploma or Equivalent Required

#### **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 or being stationary- Approximately between 1/3 and 2/3 of on-the-job time.
- Walking or traversing – Approximately between 1/3 and 2/3 of on-the-job time.
- Sitting or being stationary – Approximately 1/3 of on-the-job time.

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- Use of hands to finger, handle or feel or otherwise operate, activate, use, prepare, inspect, place, detect, or position items – Approximately between 1/3 and 2/3 of on-the-job time.
- Reaching with hands and arms or otherwise secure objects at a distance – 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, crawling or otherwise position ones self to move – 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).
- Talking/Hearing or otherwise communicate, detect, converse with, discern, convey, express oneself, exchange information – Approximately greater than 1/3 of on-the-job time.

### **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)
- Inmates\public can expose you to unpredictable behavior.

### **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.
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Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_