

# *Shelby County Fiscal Court*

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## POSITION DESCRIPTION

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| <b>POSITION TITLE:</b> | Maintenance Tech II/Judicial Ctr. | <b>DEPARTMENT:</b>   | Maintenance            |
| <b>CLASSIFICATION:</b> | Service-Maintenance               | <b>SUBMITTED BY:</b> | Human Resources        |
| <b>SALARY RANGE:</b>   | \$18.00 to \$30.00/hour           | <b>APPROVED BY:</b>  | County Judge Executive |

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## REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Maintenance Chief

**POSITIONS SUPERVISED:** None

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## POSITION PURPOSE

Supervises and coordinates activities of workers engaged in maintaining and repairing physical structures and building and grounds by performing the following duties:

## ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Performs painting and structural repairs to masonry, woodwork and furnishings of buildings.
2. Performs ground maintenance activities, such as mowing lawns, trimming hedges, removing weeds and raking and disposing of leaves and refuse.
3. Performs general cleaning and upkeep of buildings as needed.
4. Assists other departments as requested, including moving furniture and unloading and storing supplies.
5. Requisitions tools, equipment and supplies.
6. Repair electrical switches, outlets, lighting systems and fixtures.
7. Performs advanced level plumbing work including the installation, repair and replacement of plumbing fixtures including sinks, toilets, faucets, water heaters and pipes; clear obstructions from water and sewer lines.
8. Inspects building facilities to identify building maintenance needs; completes inspection and preventative maintenance reports, recommend, prioritize, and perform corrective maintenance as required.
9. Operates, maintains and repairs a variety of mechanical tools and equipment such as power saws, power sanders, drills, air compressors, paint sprayers, generators, pressure washers, landscape equipment, and various hand tools required for carpentry, plumbing and maintenance skills.
10. Other related duties as requested.

## QUALIFICATIONS

### EDUCATION/CERTIFICATION:

- High School Diploma or GED Equivalent
- Valid Kentucky Driver's License

### EXPERIENCE REQUIRED:

- 3 to 5 Years General Maintenance Experience

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of tools and equipment used in building maintenance, reconstruction and repair work.
2. Knowledge of occupational hazards and necessary precautions applicable to building and mechanical maintenance work.
3. Knowledge of preventive maintenance requirements and practices.

4. Knowledge of safe work practices.
5. Ability to run the daily maintenance operations of the Judicial Center under supervision of the Maintenance Chief.
6. Ability to inspect property for life/safety issues and take immediate corrective action.
7. Ability to identify building maintenance needs, prioritize work and take corrective actions.
8. Ability to perform a full range of skilled building maintenance for extended periods of time.
9. Ability to repair and maintain a variety of mechanical equipment.
10. Ability to read and interpret sketches, drawings, diagrams and blueprints.
11. Ability to use a personal computer and appropriate computer software.
12. Ability to operate with a high level of personal organization.
13. Ability to maintain a clean work area and shop.
14. Ability to establish and maintain professional and cooperative working relationships with those contacted in the course of work.
15. Ability to process work orders in a timely fashion, to the satisfaction of the Maintenance Chief.
16. Ability to receive general supervision from the Maintenance Chief.
17. Ability to read and comprehend simple instructions, short correspondence and memos and to write simple correspondence.
18. Ability to effectively present information in one-on-one group situations to customers, clients and other employees of the organization.
19. Ability to be at work on time and ensure work responsibilities are covered when absent.
20. Ability to complete tasks on time or notifies appropriate person with an alternate plan.
21. Ability to maintain confidential information and exercises professional judgement.
22. Ability to deal with public, government officials and other agencies professionally.
23. Ability to react quickly and competently in an emergency situation.

#### **CONDITIONS OF EMPLOYMENT:**

- Participation in KPPA (Kentucky Public Pensions Authority) – Non-hazardous
- Participation in Payroll Direct Deposit Program
- Pre-Employment Background Check
- Pre-Employment Drug Screen

#### **WORKING CONDITIONS PHYSICAL EFFORT:**

- Employee is frequently required to stand, walk, use hands to finger, handle or feel, reach with hands and arms, stoop, kneel, crouch or crawl.
- Employee occasionally required sitting, climbing or balancing.
- Ability to lift and/or move up to 100 pounds on a frequent basis.
- While performing the duties of this job, the employee is regularly exposed to outside weather conditions and to wet/humid conditions and moving mechanical parts.
- Occasionally exposed to high, precarious places, fumes or airborne particles, toxic and caustic chemicals and risk of electric shock.

**OVERTIME REQUIREMENTS:** Non-Exempt

**AVAILABILITY:** Regular Shift but may be contacted on emergency basis.

### **INTENT AND FUNCTIONS OF JOB DESCRIPTIONS**

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decision. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risk to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reasons not prohibited by law.

Shelby County Fiscal Court is an Equal Opportunity Employer.