



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Senior Building & Grounds Maintenance Worker	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Facilities	<b>GRADE:</b>	A3
<b>REPORTS TO:</b>	Building & Grounds Supervisor	<b>DATE:</b>	10/06/2016

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### **SUMMARY OF JOB PURPOSE:**

Responsible for performing semi-skilled tasks in a multi-craft environment, including the maintenance and repair of mechanical, electrical, electronics, carpentry, plumbing, security and buildings; grounds and land elements owned or operated by County; provides work direction and training to assigned staff.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Provides lead direction, training and work review to assigned staff; organizes and assigns work, sets priorities, and follows-up to ensure coordination and completion of assigned work.
- Participates in the planning, design and layout; assists in preparing project specifications of remodeling, repair or modification projects affecting County buildings, grounds and land elements.
- Performs semi-skilled craft work in the installation, trouble shooting, maintenance and repair of mechanical, plumbing, electrical, electronics, carpentry, security, control and landscaping related to buildings, grounds and land, may oversee activities of contractors.
- Prepares working drawings and sketches, estimates materials, tools and equipment needed for work assignments; orders and picks up materials and supplies from outside vendors as appropriate.
- Operates, maintains and services a variety of hand and power tools and equipment related to activities, keeps small inventory of frequently used supplies and hardware.
- Corrects or reports any safety hazards to the appropriate supervisor; observes safe work methods; secures worksites from safety hazards as necessary.
- Responds to questions and complaints from the public; carries out assignments in a non-disruptive manner.
- Maintains basic records of work performed and materials used.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.



## SENIOR BUILDING & GROUNDS MAINTENANCE WORKER

### QUALIFICATIONS:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### Education and Experience:

High School diploma/GED; AND two (2) years of general maintenance experience; OR an equivalent combination of education, training and experience.

### Required Knowledge and Skills

Knowledge of:

- Basic supervisory principles and practices.
- Principles, methods and materials used in facility and landscape maintenance activities.
- Operation and maintenance of a variety of hand, power and shop tools used in a variety of trade areas.
- Shop mathematics.
- Job estimation and planning principles and practices.
- Safe work methods and safety regulations pertaining to the work.
- Basic record keeping practices.
- Basic practices and equipment of the mechanical, plumbing, electrical, carpentry and landscaping trades.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Overseeing and prioritizing the work of others.
- Training others in work processes and procedures.
- Performing semi-skilled maintenance and repair to a variety of mechanical, electrical, carpentry, landscaping and other facility and grounds systems.
- Safely operating and maintaining tools and equipment, of a variety of trades, related to the work.
- Measuring and calculating area, angles, lengths and volumes.
- Estimating necessary materials and equipment to complete assignments.
- Using initiative and independent judgment within established procedural guidelines.
- Maintaining accurate records of work performed.
- Communicating effectively in oral and written forms.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.



## SENIOR BUILDING & GROUNDS MAINTENANCE WORKER

### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Nevada Driver's License, CDL preferred
- OSH 30 certification within (6) months of employment.
- Aerial device certification, of the type(s) operated by Lyon County, within (6) months of date of employment.

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical field or shop maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to frequent travel, exposure to extreme weather conditions, noise, electrical shocks, hazardous chemicals, electrical currents, gases, dust and noxious odors.