



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: \_\_\_\_\_ DATE OPENED: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ CLOSING DATE: \_\_\_\_\_

If you have any questions about this position vacancy, call: (406) 75 \_\_\_\_\_ - \_\_\_\_\_.

NUMBER OF POSITIONS OPEN: \_\_\_\_\_

BARGAINING UNIT: \_\_\_\_\_

\_\_\_ FULL TIME

\_\_\_ REGULAR  
(YEAR ROUND POSITION)

IF APPLICABLE:

TRAINING WAGE: \$ \_\_\_\_\_ per \_\_\_\_\_

\_\_\_ PART TIME

\_\_\_ SEASONAL

STARTING WAGE: \$ \_\_\_\_\_ per \_\_\_\_\_

SALARY AT:

\_\_\_ TEMPORARY

\_\_\_ YEAR STEP: \$ \_\_\_\_\_ per \_\_\_\_\_

\_\_\_ YEAR STEP: \$ \_\_\_\_\_ per \_\_\_\_\_

\_\_\_ YEAR STEP: \$ \_\_\_\_\_ per \_\_\_\_\_

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b>	Building Maintenance Worker I	<b>Job Code:</b>	08030
<b>Department:</b>	Building Maintenance	<b>Pay Grade:</b>	Std 17
<b>Reports to:</b>	Building Maintenance Lead Worker	<b>FLSA Status:</b>	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

**Department Overview:** The Building Maintenance Department is responsible for the maintenance and systems operation of County owned buildings. The department provides grounds keeping, snow and ice removal, and facility maintenance for assigned County buildings and other buildings as directed by the department head

**Job Summary:** The Building Maintenance Worker I performs building and grounds maintenance at County buildings/sites. The tasks performed require the employee to troubleshoot maintenance problems and perform repairs using carpentry, electrical and plumbing tools and methods.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Keeps outside premises in an orderly condition; sweeps or shovels snow from walkways; operates power equipment to cut grass, trim edges and other various ground maintenance; waters lawn, pulls weeds, prunes flower beds, replaces sprinkler heads, and removes trash from premises.
- Maintains the security of buildings when on duty; secures doors and windows after business hours.
- Change light bulbs as needed; unstop sinks, toilets, and drains; cleans vents; installs or erects shelves; moves furniture and boxes of paper; and paint walls, ceilings, and floors.
- Provides assistance with electrical, plumbing, carpentry, and HVAC maintenance projects.
- Inspects and logs the condition of the low pressure boilers, air conditioners, elevators, and other electrical and plumbing equipment.
- Spray for pests.
- Routinely inspect tools and equipment and administers preventative maintenance (e.g., performance testing, cleaning/oiling, sharpening, etc.) to ensure safety and effectiveness.
- Drives a county vehicle to obtain parts and supplies or transport equipment
- Assists with custodial duties when required

**Non-Essential Functions:**

- Perform other duties as assigned including but not limited to attending meetings and conferences, and providing backup for other staff, etc.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- The position requires strenuous walking, bending, and standing for extended periods; lifting and transporting machines, tools, and equipment weighing up to 100 pounds; and exposure to loud noises, electricity, extreme heat, natural gas, dust, power tools, and other hazards associated with an active maintenance site.
- Requires frequent contact with building occupants and other maintenance employees via phone, email, and in-person, regarding repair needs
- Required to paint overhead for extended periods of time and safely climb up and down ladders and scaffoldings.
- Work in a variety of temperatures and outdoor exposures;
- Work with chemicals, power tools, and various maintenance projects that require the use of protective clothing and equipment (e.g., gloves, dust masks, eye screens, etc.).
- Work odd hours, overtime when necessary and be on call.
- Work in secure areas which require specific security protocols.

**Supervision Exercised:** The primary function of this job is not in a supervisory capacity.

**Knowledge, Skills, and Abilities:**

This job requires the knowledge of:

- Safety precautions, methods, materials and equipment ordinarily used in maintaining buildings and grounds
- Hand and power tools used for building and equipment maintenance
- Carpentry, painting, plumbing, and electrical trades as they relate to building and equipment maintenance and repair

This job requires the skill and ability to:

- Perform the various maintenance tasks associated with the care and maintenance of buildings and grounds
- Lift, carry, bend, stoop, reach, and work from ladders safely
- Obtain and maintain license for structural pest control
- Maintain a valid Montana driver's license
- Work indoors around boilers or outdoors in cold weather
- Work safely with and around electrical and mechanical equipment
- Follow standard trade safety practices in the operation of hand and power equipment
- Assist in performing carpentry, plumbing, electrical, painting, and boiler maintenance duties
- Deal with county employees, vendors, and the public in a pleasant and courteous manner
- Establish and maintain effective working relationships with supervisor, co-workers, other agency personnel, including contracted workers

**Education and Experience:**

One year of experience performing maintenance and repair duties; or substituting coursework or training in carpentry, plumbing, and electrical trades for up to six months of the maintenance experience; or any equivalent combination of experience and training which indicates possession of the knowledge, skills, and abilities listed.

Action	Date	Reference
Adopted	7/1/1988	Commissioners' Minutes
Revised	4/29/2015	Commissioners' Minutes