



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: Building Maintenance Worker II DATE OPENED: 11/30/2018
 DEPARTMENT: Building Maintenance CLOSING DATE: 12/9/2018

If you have any questions about this position vacancy, call: (406) 758 - 5800

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non Union

FULL TIME

REGULAR
(YEAR ROUND POSITION)

IF APPLICABLE:
TRAINING WAGE: \$ 16.68 per Hour

PART TIME

SEASONAL

STARTING WAGE: \$ 17.52 per Hour

TEMPORARY

SALARY AT:

1 YEAR STEP: \$ 18.22 per Hour

2 YEAR STEP: \$ 18.95 per Hour

3 YEAR STEP: \$ 19.33 per Hour

VISIT 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/

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.

Job Title:	Building Maintenance Worker II	Job Code:	08050
Department:	Building Maintenance	Pay Grade:	Stnd 23
Reports to:	Building Maintenance Lead Worker	FLSA Status:	<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 II performs building and grounds maintenance duties at County buildings/sites. The tasks performed require the employee to follow an established routine for maintaining buildings and also requires the employee to troubleshoot issues with equipment using mechanical, electrical, HVAC and plumbing tools and principals. Assignments are received in the form of written or oral requests describing the nature of the problem or repair needed. Work is performed with considerable technical independence and involves the ability to read plans, specifications, and diagrams, and to troubleshoot problems through to resolution.

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

- Maintain facilities in county buildings to ensure buildings are fully operational and safe for other County staff and the general public.
- Performs preventative maintenance on electric motors, pumps, air compressors and other building equipment; tests, repairs or replaces electrical motors.
- Performs maintenance and carpentry tasks including framing up walls, doorways, and windows; installs and tapes drywall or installs paneling and carpeting; builds or repairs shelves, bookcases, steps, tables, and other office equipment.
- Repairs and maintains plumbing systems and fixtures; installs new plumbing fixtures.
- Patches and repairs leaks in roofs; repairs concrete foundations and walls.
- Replace or re-wire ballasts; change light bulbs; repair and replace faucets and flush valves; open stopped drains; build or repair furniture, repair damage to flooring, drywall, windows, etc.
- Monitors, maintains or replaces plumbing, electrical, HVAC, and structural systems as necessary.
- Keeps outside premises in an orderly condition; sweeps or shovels snow from walkways; operates truck mounted snow plows, operates power equipment to cut grass, trim edges and other various ground maintenance.
- Operates heavy equipment such as back hoes, skid steers, tree stump grinders, dump truck, etc.

- Maintains the security of buildings when on duty; secures doors and windows after business hours.
- Inspects the condition of, maintains logs of and repairs low pressure boilers, air conditioners, elevators, fire control systems and other electrical and plumbing equipment; installs and maintains underground sprinkler systems; builds and refinishes furniture.
- Administers preventative maintenance on facilities and tools in order that routine maintenance schedules will help maintain a safe environment that will continue to serve its intended function.
- Monitor facility systems, routinely inspects tools and equipment, and coordinate and perform preventative maintenance activities (e.g., performance testing, cleaning/oiling, sharpening, etc.) to ensure safety and effectiveness.

Non-Essential Functions:

- Perform other duties as assigned including but not limited to managing special projects, attending meetings and conferences, 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 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 protection, etc.).
- Work odd hours, overtime when necessary and be on call.
- Work in secured or confidential areas that require safety and 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:

- Methods, materials and equipment ordinarily used in maintaining buildings and grounds.
- The occupational hazards and safety procedures used in building and mechanical maintenance activities.
- The operating procedures of low-pressure boiler systems, temperature control systems and their related plumbing equipment and fixtures.
- Carpentry, plumbing, HVAC 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.
- Read and understand blueprints, operation and maintenance manuals, drawings, wiring, and control diagrams for structures and related equipment.
- Perform physical labor under all kinds of climatic conditions, indoors or outdoors.
- Work safely with and around electrical and mechanical equipment.
- Follow standard trade safety practices in the operation of hand and power equipment.
- Identify equipment malfunctions and determine how they can be prevented and corrected.
- Lift, carry, bend, stoop, reach, and work from ladders safely.
- Obtain a low pressure boiler operator's license.
- Obtain and maintain an Ornamental & Turf applicators license.
- Obtain and maintain an Industrial/Structural pesticide applicators license.
- Maintain a valid Montana driver's license and drive a county vehicle on a regular basis.
- Obtain a Commercial Driver's License.
- Perform carpentry, plumbing, electrical, HVAC, 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:

Two years' experience in the maintenance of buildings which included performing maintenance and repair duties; or substituting coursework or training in carpentry, plumbing, HVAC and electrical trades for up to one year 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	7/1/88	Commissioners' Minutes
Revised	7/30/03	Personnel Committee (wording)
Grade Change	9/20/06	Commissioners' Minutes (per HR salary survey)
Revised	4/29/15	Commissioners' Minutes