



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: BUILDING MAINTENANCE WORKER

DEPARTMENT: ROAD/BRIDGE

If you have any questions about this position vacancy please call: 406-758-5790

NUMBER OF POSITIONS OPEN: 1

<input checked="" type="checkbox"/> FULL TIME	<input checked="" type="checkbox"/> REGULAR (YEAR ROUND POSITION)	STARTING WAGE:	<u>\$19.60</u>	<u>per hour</u>
<input type="checkbox"/> PART TIME	<input type="checkbox"/> SEASONAL	SALARY AT:		
		1 Year Step	<u>\$20.39</u>	<u>per hour</u>
		2 Year Step	<u>\$21.20</u>	<u>per hour</u>
		3 Year Step	<u>\$21.63</u>	<u>per hour</u>
	<input type="checkbox"/> TEMPORARY			

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.
SEE ATTACHED JOB DESCRIPTION.

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	Job Code: 08120
Department: Road	Pay Grade: Stnd 23
Reports to: Shop & Fleet Supervisor	FLSA Status: <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

Department Overview: The Flathead County Road and Bridge Department maintains roads, bridges and equipment. Other operations include, but are not limited to: installation and upgrade of signs, guardrail, culverts, repairs of road damage, clearing obstructions on roads and rights-of-way, striping of roads, crosswalks and walkways, rock raking, removal of trees that blow down, and sweeping roads. In addition, the office deals with budget issues, rights-of-way issues, encroachment permits, load limits, and a variety of public issues including road reviews for subdivisions, etc.

Job Summary: The Building Maintenance Worker performs building and grounds maintenance duties at the Road and Bridge Department complex. The tasks performed require the employee to follow an established routine for maintaining buildings and premises.

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 maintenance and carpentry tasks; builds or repairs shelves, bookcases, steps, tables, and other office equipment.
- Repairs and maintains plumbing systems and fixtures; installs new plumbing fixtures.
- Replace or re-wire ballasts; change light bulbs; repair and replace faucets and flush valves; open stopped drains; repair furniture, etc.
- Keeps outside premises in an orderly condition; sweeps or shovels snow from walkways; operates truck mounted snow plows, skid steer mounted plows, operates power equipment to cut grass, trim edges and other various ground maintenance.
- Drives a county vehicle to obtain parts and supplies or transport equipment.
- Performs custodial duties; sweeps, mops, cleans oil and fluid spills in shop area.
- Collects and remove waste paper and trash from offices, restrooms and shop areas; washes windows, mirrors and drinking fountains, disinfects toilets, wash bowls and urinals.
- Replenishes towels, tissues, soaps and other restroom supplies, unstops sinks, toilets and drains; unloads and stores supplies.
- Performs minor repairs such as replacing towel racks, replacing washers in faucets, or painting walls.

- Performs various custodial tasks related to the facility maintained; operates a steam machine to clean work areas; occasionally assists other staff upon request.

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 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 overtime when necessary.

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 operation of cleaning equipment such as vacuum cleaners, mops and buffers.

This job requires the skill and ability to:

- Perform the various maintenance tasks associated with the care and maintenance of buildings and grounds.
- 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.
- Maintain a valid Montana driver's license and drive a county vehicle on a regular basis.
- 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 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
Revised	1/9/2018	Commissioners' Minutes

