

Position opens: November 2, 2017

Elko County Human Resources Employment Opportunity Announcement

POSITION: Building Maintenance Worker

SALARY: Step 1 - \$ 20.5315
Step 2 - \$ 21.1467
Step 3 - \$ 21.7815

APPLICATION DEADLINE: November 14, 2017, 5:00pm

Elko County Buildings and Grounds department is seeking qualified candidates for the position of Building Maintenance Worker. The successful candidate will be responsible for making repairs to building interiors and exteriors as directed. Also performs central building equipment maintenance, plumbing maintenance, landscape maintenance and janitorial duties. Some duties require the employee to drive a truck or other vehicle to transport personnel and/or equipment. Work assignments will vary depending upon season and projects to which assigned. Must have and maintain a valid driver's license. The successful candidate will be required to successfully pass a background check and pre-employment drug and alcohol screening.

- 100% PERS Retirement
- Minimal Fee for Employee Health, Vision, Dental and Life Insurance

Obtain an application and full job description at www.elkocountynv.net.

Elko County Human Services
540 Court St, Suite 105 (Physical Address)
571 Idaho St. (Mailing Address)
Elko, NV 89801
(775) 738-4375 phone
(775) 738-5984 fax

Elko County is an Equal Opportunity Provider and Employer.

In compliance with applicable laws reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.



**ELKO COUNTY
HUMAN SERVICES**
571 Idaho Street
Elko, NV 89801
775.738.4375
775.738.5984 (fax)

Job Code: 11103
Date Est.:
Last Rev.: 11/2017
FLSA: Non-Exempt
Probation: 6 Months

BUILDING MAINTENANCE WORKER

DEFINITION

Responsible for making repairs to building interiors and exteriors as directed. Also performs central building equipment maintenance, plumbing maintenance, landscape maintenance and janitorial duties. Some duties require the employee to drive a truck or other vehicle to transport personnel and/or equipment. Work assignments will vary depending upon season and projects to which assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Buildings and Grounds Supervisor.

EXAMPLES OF DUTIES

The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Drives a truck or other vehicle to transport workers, tools, and equipment to the job site.
- Prepare and paint interior and exterior walls as needed.
- Make various carpentry repairs to building interiors.
- Install, repair, and maintain door and window hardware.
- Installs doors and windows as directed.
- Prepares forms for concrete pours and finishes concrete as required.
- Makes concrete and plaster repairs.
- Installs gypsum board, taped and finishes drywall and makes drywall repairs as necessary.
- Performs general janitorial duties as directed.
- Maintains lawns, trees and shrubs on County grounds.

- Plants lawn, trees and shrubs as required.
- Lift and move heavy items as required.
- Moves office equipment and furniture as directed.
- Maintains repairs and replaces plumbing fixtures.
- Maintains repairs and replaces lawn sprinkler systems.
- Maintains repairs and replaces swamp coolers.
- Inspects and maintains H.V.A.C. equipment.
- Inspects and maintains geothermal heat exchange equipment.
- Maintains repairs and replaces electrical fixtures.
- Inspects fire alarms and fire extinguishers as directed.
- Inspects, maintains and replaces exit devises, signs and lighting.
- Compiles M.S.D.S. and maintains hazardous material information book.
- Inspects buildings to insure compliance with safety regulations.
- Comply with Elko County Polices and Department Procedures.
- Accurately complete work assignments, in a timely manner.
- Advises supervisor on project / work status.
- Communicates tactfully, both orally and in writing, with co-workers and the general public.
- Listens carefully and responds appropriately.
- Assigned job tasks/duties are not limited to the essential functions.

QUALIFICATIONS:

KNOWLEDGE OF:

- Paint preparation and application procedures.
- Basic carpentry skills and procedures.
- Practice and principles of concrete pouring finishing and repairs.

- Techniques used in drywall installation, finishing and repairs.
- Principles and practices of landscape maintenance.
- Techniques used in the maintenance, repair and installation of plumbing fixtures.
- Lawn sprinkler installation and repair.
- Repair and maintenance of swamp coolers and H.V.A.C. equipment.
- Principles of electrical fixture repair and replacement.
- Safety principles and practices.

ABILITY TO:

- Safely work at heights.
- Safely work in adverse weather conditions.
- Perform tasks related to basic carpentry, including but not limited to, framing, hanging door and windows and finishing.
- Prepare forms for concrete and finish concrete after pouring.
- Install, tape, texture and paint drywall.
- Operate lawn maintenance equipment.
- Lift heavy objects.
- Maintain and repair plumbing fixtures and equipment, including but not limited to, flushing and operator valves, lawn sprinkler systems and water lines.
- Maintain and repair swamp coolers.
- Inspect and maintain central heating and air conditioning systems.
- Maintain and repair a variety of electrical fixtures.
- Read and understand safety information printed on equipment, chemicals and other items.
- Plan and schedule the workday in order to achieve all goals.

EXPERIENCE AND EDUCATION

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Education or training sufficient to provide the knowledge, skills, and abilities required to perform this job. Incumbents must be able to read and write, make basic measurements, and follow and give written and verbal instructions.

At least one year of experience as a laborer or work in one or more of the trades which demonstrated the knowledge, skills, and abilities necessary for the basic performance of these job functions.

LICENSES OR CERTIFICATES

- Must have valid Nevada driver's license.

OTHER REQUIREMENTS

- May be required to work shifts and weekends.

PHYSICAL DEMANDS

- Must be able to frequently lift a minimum of 50 pounds.

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strenuous physical work including frequent lifting and loading of heavy objects (occasionally up to 100 pounds) with proper equipment/assistance, digging, shoveling, raking; physically demanding work for continuous and lengthy periods of time, often combined with bending, twisting, squatting, reaching, and working on irregular surfaces; strength, dexterity, and stamina to stand for long periods and to perform manual tasks using heavy hand and power tools. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Most work is performed outside with exposure to extreme weather conditions including heat, rain, snow, cold, and wind. Frequent exposure to noise, dust, fumes, odors, and vibrations. Potential exposure to toxic chemicals and solvents such as herbicides and/or pesticides, paints, and cleaning materials. The noise level in the work environment is often loud. Work will occasionally be performed in confined areas. Work may be performed independently and may be in isolated geographic areas. Will work at heights on ladders, man lifts and on roof tops or varying height. Frequent interruptions to planned work may occur.