

GARRETT COUNTY GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Building Services Worker
DEPARTMENT: Public Works
DIVISION: Facilities & Maintenance
REPORTS TO: Maintenance Supervisor
FLSA STATUS: Non-Exempt

SUMMARY: To perform a variety of semi-skilled functions in the upkeep and maintenance of County buildings and / or other County facilities: to perform general maintenance, repair, and construction work to assigned County owned buildings; to operate and maintain specialized equipment related to assignment. Depending on assignment, positions in the classification may have primary responsibility for the upkeep and maintenance of designated building or other County owned facilities; the operation of specialized equipment in the maintenance of County buildings related to housekeeping, general repair and construction, upkeep of structural and utility systems and daily servicing of needs related to building use for employees and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Opens buildings, checks HVAC, structural and mechanical systems for proper operation and repair.
2. Raise and lower flags
3. Dusts, sweeps, mops, scrubs, waxes, and polishes floors, cleans stairs, office space and operatories as needed or as scheduled.
4. Washes windows, walls, and doors as needed or as scheduled.
5. Vacuums and shampoos carpets as need or as scheduled.
6. Empties trash and recycle bins, removes stored cardboard.
7. Assists in unloading of supplies and materials specific to the operation of the facility.
8. Cleans and scrubs toilets, urinals, and wash basins as needed or as scheduled.
9. Maintains custodial equipment such as vacuums and scrubbers.
10. Performs or assists with a variety of general maintenance work.
11. Performs light plumbing repairs such as faucet repair, opening of clogged drains and toilets etc.
12. Augments deficiencies in staffing for housekeeping and technical maintenance.
13. Performs miscellaneous arranging, moving, transporting, and / or storing of furnishings, equipment, and supplies.
14. Operates drills, saws, carpentry shop tools, testing and metering equipment, pumps, and other specialized power and hand tools.
15. Maintains records related to duties performed and equipment used. Performs related duties similar to the above in scope and function as required.
16. Plow, shovel and treat parking lots, sidewalks, entryways etc.
17. Maintain parking lots, building grounds, storage areas, and sidewalks keeping them free and clear of litter and debris.
18. Monitor and log fuel, oil and gas for auxiliary heaters and generators.
19. Other duties may be assigned.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND / OR EXPERIENCE:

- High School Diploma or GED
- One (2) years of experience in performing semi-skilled maintenance.
- Basic Knowledge of Custodial and cleaning practices.
- Snow removal (plowing) experience preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and product safety labels.

MATHMETICAL SKILLS:

Must possess the ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Must also have the ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License and DOT physical.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to stand, walk, and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to climb or balance. The employee must regularly lift and / or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to wet and / or humid conditions. The noise level in the work environment is usually moderate.