

POSITION TITLE: Assistant to Maintenance Supervisor

REPORTING TO: Fall River County Building Maintenance Supervisor

SALARY: Include hourly wage and all benefit selections available to County employee

HOURS: 40 hrs per week, any days of the week

LOCATION: Fall River County Courthouse, Hot Springs, SD

PURPOSE OF THIS POSITION: To assist the Building Maintenance Supervisor in carrying out all tasks to provide a safe, comfortable, and clean work place for County employees.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Lock and unlock assigned buildings. Secure building when facilities are not in use, checking for unlocked doors and windows. Report any unauthorized occupants, turn off lights.
- Self-starter; motivated. Able to notice and take care of issues. (light bulbs, ballasts, plumbing)
- Carpentry, painting
- Operate and maintain heating/cooling systems
- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs of buildings using hand-operated tools or small power equipment.
- Move furniture, equipment, supplies and tools on an incidental basis.
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, following directions, comprehending, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.
- Attend to emergencies when necessary.
- Attend safety meetings and other related meetings.
- Safely operate all vehicles and other job related equipment.
- Support and enforce all policies.

MINIMUM QUALIFICATIONS:

KNOWLEDGE:

- Knowledge to take classes as required in cleaning methods and techniques, new products, first aid, CPR, and working relationships.

SKILLS:

- Electrical, plumbing, carpentry

ABILITIES:

- Ability to assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
- Ability to wash walls and equipment, using ladders when required in work assignments.

EDUCATION, EXPERIENCE, LICENSES:

- High School Diploma or GED

ADVANCEMENT/PROMOTION: Wages may increase with position advancement/promotion.

THIS POSITION DESCRIPTION SHOULD NOT BE CONSTRUED TO IMPLY THESE REQUIREMENTS ARE THE EXCLUSIVE DUTIES OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES AS MAY BE ASSIGNED.