

# Natrona County Building Maintenance Worker Job Description

**Job Title:** Maintenance Worker

**Salary:** DPOE

- Must pass Criminal Background Check
- Drug Testing

**SUMMARY** Performs routine and extensive preventative maintenance and repair procedures on County buildings, mechanical equipment and utility systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Perform minor and major repair of all buildings and equipment.

Perform preventive maintenance procedures on building mechanical equipment on a scheduled basis; inspects belts, checks fluid levels, replaces filters, greases bearings, seals, etc.; repairs or replaces broken parts.

Cleans and inspects boiler; treats water with proper chemicals.

Replace broken windows; repair door locks and garage doors.

Complete daily, weekly and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures.

May operate a computer which controls and monitors mechanical equipment and utility systems.

Repair electrical equipment and control circuits; replaces faulty electrical switches; repairs refrigeration equipment.

Repair commercial washers and dryers, and commercial kitchen equipment.

Repair electrical locks and control panels to maintain building security.

May install computer cable.

Responds to emergency maintenance requests as required.

Repairs plaster and drywall; paints building structures.

Maintains records of scheduled maintenance procedures.

Performs outside custodial duties such as snow removal and grounds keeping as required.

Must be willing to work irregular hours.

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## PLUMBING AND PIPE-FITTING:

- Monitor, maintain, alter and repair building, locker room, and bathroom, plumbing systems. This includes all domestic hot and cold water copper pipe plumbing, floor drain plumbing, urinal, and toilet, sink, shower related hardware, and any plumbing systems such as filtration, heating, and chemical plumbing systems.

## SHEET METAL:

- Perform welding and soldering as needed in the maintenance, repair, alteration and replacement of designated building and facility components.

## AIR CONTROL, FILTRATION SYSTEMS, EXHAUST, and AND SUPPLY FANS:

- Maintain and repair building HVAC systems. This includes replacing motors, switches, etc.

May obtain estimates for supplies, repair parts; orders parts as needed.

## CARPENTRY:

- Monitor, maintain, alter and repair building walls, ceilings and floors. This includes locker rooms, restrooms, offices, doors, gates, fences, etc. Perform drywall repairs. Prep and paint a variety of walls and surfaces. Repair and replace existing tile; install new tile.

## MASONRY:

- Perform concrete demolition and repair as needed in the course of various repair jobs. This includes footings for building trellis posts, concrete work as part of underground filter plumbing repairs, etc. Construct, maintain and repair walks, walls and floors.

## SAFETY:

- Understand and implement proper safety procedures in all above areas.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED) and one year of experience in commercial building and mechanical equipment maintenance and repair.

Good skill in the use of hand and power tools.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

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**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Wyoming Driver's License.

**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. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than **100 pounds**. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

**WORK ENVIRONMENT:** The employee will be working in multiple county buildings including a Detention Center Environment with sentenced and pre-sentenced inmates and will be required to perform such duties while keeping the safety and security of the Detention Facility at the employee's highest priority. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud.