



## Building Maintenance Worker

### **JOB SUMMARY:**

This position is a full-time position under the direction of the Facilities Manager and is responsible for performing a variety of functions. Primary tasks are maintaining county buildings and property and light remodeling including plumbing, electrical, and mechanical repair work.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. An individual must have a valid driver's license and at least high school diploma or equivalent. Excellent problem solving skills and communication skills is a must. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform preventative maintenance, repairs and routine building inspections
- Performs remodeling tasks including hanging drywall and painting as needed
- Performs repairs on masonry and roofing
- Repairing faulty equipment units and damaged structures
- Performs electrical, plumbing and mechanical repairs
- Replacing light bulbs and repairs light fixtures as needed
- Replace broken fixtures and hardware
- Maintain a clean and safe workplace
- Performing minor carpentry work
- Performs other related duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Excellent technical skills
- Excellent problem solving skills
- Excellent time management skills
- Attention to detail
- Skill in prioritizing and organizing work
- Interpersonal and communication skills
- Effective verbal and listening skills