

GOLDEN VALLEY COUNTY

JOB TITLE: Building Maintenance, Grounds Maintenance and Custodian

JOB CLASSIFICATION: Full-Time Exempt

MAJOR FUNCTION: To be responsible for maintenance at the courthouse and surrounding properties/grounds.

DUTIES/RESPONSIBILITIES:

On a Daily Basis: Monitor and manage the courthouse and surrounding properties and grounds appearance, security and hygiene needs. Including the following:

- Unlock all entry doors and re-lock at end of day.
- Hoist and lower flags (excluding inclement weather and on holidays).
- Check and inspect the operation of generator, heating, cooling and sump-pump systems.
- Clean sidewalks/parking lots of snow, ice and debris as needed at the Courthouse and other County properties as directed by the Board of County Commissioners.
- Check and replenish bathroom supplies.
- Clean and sanitize washrooms, water fountains, etc.
- Spot clean all glass doors and similar surfaces.
- Empty wastebaskets and remove trash to dumpster.
- Vacuum, sweep and/or dust-mop all open areas, stairways and tile floors to include spot-removal when needed.
- Assist County employees with projects, running errands-i.e. assembly and installation of equipment and furniture if needed.

On a Weekly and Semi-Weekly Basis: Monitor and manage the courthouse and surrounding properties and grounds appearance, security and hygiene needs. Including the following:

- Maintain elevator, trouble shoot and call for repairs as needed.
- Dust furniture.
- Keep MSD sheets and in charge of fire code, handicap updates and building regulations.
- Check and service all interior and exterior lights.
- Wet-mop.
- Plant and care for flowers on grounds.
- Mow grass and water grass plants/tree as needed.

On a Monthly, Quarterly and Semi-Annual Basis: Monitor and manage the courthouse and surrounding properties and grounds appearance, security and hygiene needs. Including the following:

- Keep records and monitor and maintain fire inspection program regularly.
- Flush floor drains in restrooms with hot water and flush basement floor drains.
- Service and clean mechanical and storage areas.

- Wax and strip floors.
- Scrub and refinish tile floors.
- Service mower and other equipment for yard work.
- Tree pruning and care.
- Rake leaves every fall and spring.
- Maintain and properly store all equipment, tools, etc.
- Or cause to be painted all interior and exterior surfaces as needed.
- Advise County Commissioners of items related to budgetary needs for building and grounds.
- To represent or cause to be represented, the image of the County in the most positive and appropriate manner possible.

RELATIONSHIPS:

- Reports to the Board of County Commissioners.
- Has strong working relationship with County employees.
- Works with contractors, sales personal and the public in general.

AUTHORITY:

- Prepare budgets for this department.
- Initiate, approve or incur any expenses provided for within the guidelines of the budget approved annually by the Board of County Commissioners.
- Oversee and supervise special projects including building repairs, heating repairs, concrete, construction, excavation, operating independently under the direction of the Board of County Commissioners.

SPECIAL REQUIREMENTS:

- Must possess the ability with or without reasonable accommodation to initiate or respond, orally or in writing, to requests for information received verbally or in writing from internal or external sources.
- Ability to independently supervise and oversee projects.
- Ability to do minor plumbing, masonry, carpentry, painting, electrical, heating and cooling, equipment and other related maintenance work.

QUALIFICATIONS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

EDUCATION and/or EXPERIENCE:

- High School diploma or equivalent and preferably 3-5 years of related experience.

LANGUAGE SKILLS:

- Ability to read, analyze and interpret technical procedures and government regulations
- Ability to write reports, business correspondence and procedural instructions.
- Ability to effectively present information and respond to questions from employees, customers and the general public.

KNOWLEDGE OF:

- Occupational hazards, safety rules and regulation of maintenance.
- Tools, equipment and procedures, material and practices of building and mechanical trades.

PHYSICAL DEMANDS:

- The employee must occasionally lift and/or move up to 50 pounds.