

# Bonner County Job Description



**Title:** Maintenance Operator  
**Department:** Facilities  
**Supervisor:** Director of Public Works  
**Supervision Exercised:** None  
**Job Description Revision:** October 3, 2019  
**BOCC APPROVAL:** October 6, 2019

<b>Posting Title</b>	Maintenance Operator
<b>General Summary</b>	<p>Works directly under the Facilities Lead Operator to perform a variety of building repairs, maintenance and grounds keeping duties for assigned County facilities for the safe, effective and efficient building operation and tenant satisfaction.</p> <p>The successful candidate will be required to pass a Sheriff’s Department background check as this position also supports the Sheriff’s facilities. Incumbent performs routine work but occasionally involves a high level of complexity. Incumbent works under well-known practices and procedures and often determines specific practices and procedures for the department. Work requires the exercise of above normal self-direction as incumbent carries out instructions in oral, written or drawing format. Incumbent works independently under periodic supervision. Primary communication takes place with coworkers and supervisor. Position has direct impact on the efficiency of building operations, maintenance and upkeep. Work is typically performed in-door and outdoors, and may involve intermittent exposure to unfavorable conditions. Typically includes heavy local travel.</p>
<b>Essential Functions</b>	<p>The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:</p> <p><b>General</b></p> <ol style="list-style-type: none"> <li>1. Receives direction from the Facilities Lead Operator, establishes and schedules work allowing for unscheduled projects which may occur. NEW</li> <li>2. Performs Maintenance Duties and Responsibilities             <ol style="list-style-type: none"> <li>a. Inspects and tests machinery and equipment using diagnostic tools on various machinery.</li> <li>b. Analyzes test results for irregularities and appropriately documents irregularities.</li> <li>c. Responsible for figuring out cause of problems and repairing the problems.</li> <li>d. Construction experience to include but not limited to framing and remodels.</li> </ol> </li> <li>3. Performs general maintenance as necessary to service and repair county facilities.             <ol style="list-style-type: none"> <li>a. Demonstrates advanced knowledge and skill with maintenance, trouble shooting, and minor repairs on HVAC for all County Buildings in all types of weather; this will include RTU’s at the County jail and sheriff’s department when necessary.</li> <li>b. Performs plumbing operations necessary to install, remove, or repair toilets, sinks, sump pumps and other related equipment.</li> <li>c. Repairs and replaces windows, doors, locks and other door closures.</li> <li>d. Repairs furniture, cabinets, shelves, and performs other carpentry projects.</li> <li>e. Inspects and oversees mechanical systems and equipment.</li> </ol> </li> </ol>

- f. Oversees (and performs as necessary) maintenance, replacements and repairs within area of skill, and assesses need for outside contracts to perform maintenance, repair or replacement activities.
  - g. Inspects building structures and systems to anticipate future problems and reports such results as needed. Performs preventative maintenance activities.
4. Receives work orders, plans and coordinates routine or recurring maintenance and repair projects. Requisitions supplies, materials, tools and equipment needed to fulfill duties and complete assignments
  5. Provides grounds keeping services to include mowing, watering, planting, fertilizing, pest control and trimming all grass covered and shrub areas.
  6. Provides winter grounds maintenance to include clearing and cleaning parking lots, sidewalks and roof tops as needed. Apply ice melt, removing ice and snow by shovel and snow blower. Removes trash from parking lots and landscaped areas; places trash and refuse in appropriate dumpster.
  7. Responds to public inquiries in a courteous manner; provides information within scope of knowledge or refers to other employees as appropriate.
  8. Occasional response to maintenance issues after scheduled work hours and/or on weekends.
  9. Responsible for proper use of personal protection equipment (PPE).

**Facilities Maintenance**

1. Receives work orders, coordinates routine or recurring maintenance and repair projects. Requisitions supplies, materials, tools and equipment needed to fulfill duties and complete assignments. Establishes priorities and schedules work allowing for unscheduled projects that may occur.
2. Performs maintenance and repairs within area of skill, and assesses need for outside contracts to perform maintenance, repair or replacement activities.
3. Performs preventative maintenance activities as scheduled.
4. Provides specialized maintenance services to the Jail and Juvenile Detention facilities.
5. Performs various maintenance functions to ensure proper and effective work environments. Ensures proper painting, lighting, emergency repairs and replacements of broken windows, doors, locks, pipes, water heaters, etc.
6. Maintains computer list for rotation of furnace/air conditioner filters, cleaning of carpets, fire system checks, etc. throughout all county facilities.
7. Responds 24/7 to maintenance emergencies.
8. On-call according to posted scheduling.

<b>Secondary Functions</b>	<ol style="list-style-type: none"> <li>1. Responsible for set up and removal of voting booths in various assigned precincts county-wide for all elections.</li> <li>2. Provides assistance to employees as work assignments dictate.</li> <li>3. Interfaces with all departments to coordinate collecting and transporting of surplus items to site of county auction.</li> <li>4. May be requested to assist Emergency Operations Center (EOC) staff during an emergency.</li> <li>5. Performs all other duties as assigned.</li> </ol>
<b>Specifications</b>	<ol style="list-style-type: none"> <li>1. Sufficient combination of knowledge, skills and abilities so as to competently perform essential functions of the job. High school education or equivalent with three years of experience in building maintenance required.</li> <li>2. Construction and snow plowing experience preferred.</li> <li>3. Critical thinking skills combined with the ability to analyze data and take corrective action.</li> <li>4. Preferred minimum of five years' experience with remodel/framing, building repair and maintenance particularly in areas of HVAC, plumbing, electrical and construction. Manipulative skills and ability to operate all tools and equipment required to perform duties.</li> <li>5. Basic knowledge of small gasoline engines including proper use, safety and maintenance.</li> <li>6. Ability to read and comprehend advanced instructions; write simple correspondence; present information in one-on-one situations (e.g., to supervisor, co-workers, etc.). Ability to apply detailed but uninvolved written and oral instructions.</li> <li>7. Ability to read and interpret general documents including safety rules, safety instructions, and information related to the position.</li> <li>8. Ability to perform general math functions, including addition and subtraction, and multiplication and division as needed to perform the general accounting tasks for the department.</li> <li>9. Ability to communicate effectively, both orally and in writing.</li> <li>10. Requires physical ability for continuous physical effort including frequent bending, climbing, squatting, and manipulating and lifting equipment and supplies Also requires ability to work outdoors in all types of weather conditions.</li> <li>11. Requires ability to set priorities and accomplish work activities with a minimum of supervision and be able to develop and maintain harmonious working relationships with others, both inside and outside the organization.</li> <li>12. Must possess a valid driver's license with no major traffic infractions in the past three years and pass a Sheriff's Department background check.</li> <li>13. Demonstrates basic computer skills.</li> </ol>
<b>Working Conditions</b>	<p>Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual walking, standing, stooping, and repetitive motions; frequent crouching, grasping, reaching, and pushing or pulling 15 to 20 pounds. Requires ability to lift and/or move up to 50 pounds. Requires good general vision. Worker is occasionally subject to hazards, such as close proximity to electrical current and exposure to chemicals. Worker is also subject to fumes, odors, dust, mists, gases, noise, or poor ventilation. Requires moderate travel within the local area.</p>
<b>Disclaimer</b>	<p>This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.</p>

For signature upon hire or transfer.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_