

Job Vacancy Announcement
Iron County Maintenance Custodian
Full-Time Position – 37.5 Hours Per Week

The following Job Vacancy Announcement is posted for the Iron County Courthouse.

Employees who meet the minimum qualifications for this position, which are shown below, and who have an interest in applying therefore, may apply directly to Rob Olsen, Maintenance Director, at the Iron County Courthouse at any time during normal working hours by providing a cover letter, resume, and reference.

POSITION: Maintenance Custodian

DATE OF EMPLOYMENT: Employment will commence at an agreed upon date/time.

RATE OF PAY: \$21.34 per hour minimum, in accordance with the applicable collective bargaining agreement.

BENEFITS: In accordance with the applicable collective bargaining agreement.

HOURS: 37.5 hours per week.

General Summary:

Employee is expected to work under the supervision of the Maintenance Director and perform a variety of routine and complex tasks related to the cleaning, maintenance, and repair of the Courthouse.

Please see job description for detailed description of job duties.

Iron County is an equal opportunity employer

Iron County

Maintenance Custodian

General Summary: Job description

Under the direction of the Facilities Manager, performs a variety of skilled carpentry repair, design, remodeling and construction projects. Performs a variety of cleaning, plumbing, electrical and HVAC, maintenance projects on county buildings, grounds and equipment. Performs detailed lock repairs on electronic and mechanical locks.

Essential functions:

1. Performs finish carpentry work including construction of detailed items such as bookcases, cabinets, custom counter tops, laminate work and other customized items.
2. Performs carpentry and construction work such as construction stud walls, hanging doors, installing drywall, carpet, tile flooring and vinyl wall coverings.
3. Participates in office remodeling projects which may include design and installation of specialized equipment, counter tops, cabinets, etc.
4. Performs janitorial cleaning, vacuuming, waxing, painting, ordering janitorial supplies.
5. Participates in electrical repairs to County buildings, fixtures, and equipment, includes testing circuits to locate problems, replacing switches, outlets, and ballasts, repairing and replacing motors and pumps, installing and repairing exhaust fans, relays, pressure switches, pneumatic/electric devices, and related tasks.
6. Participates in the preventative maintenance and monitoring of the operation of heating and air conditioning (HVAC) units, checking filters, adding boiler chemicals, trouble-shooting problems, cleaning evaporators and condensers cells, changing belts and motors, installing and repairing water pumps, lubricating bearings and monitoring the operation of air handler units. Performs pipe fitting and steam line repairs on all steam and condensate pipes. Inputs data into personal computer for temperature, time of day and energy savings for the energy management system.
7. Performs grounds maintenance functions such as mowing grass, trimming lawns and shrubs, raking, blowing leaves, shoveling snow, spreading salt, patching holes in asphalt, repairing sidewalks and curbs, and related grounds tasks.
8. Performs repairs to specialized mechanical equipment such as security systems, includes installing and maintaining electronic and manual locking systems and electronic security and video surveillance systems.
9. Orders supplies and materials from County vendors and develops alternative sources of supplies so as to minimize interruptions with inventory.
10. Maintains a preventative maintenance program for all mechanical equipment. Organizes manufacturer's suggested systems and parts checks on all facility equipment into an ongoing preventative maintenance schedule.
11. Maintains emergency standby power, fire apparatus, and other safety equipment. Performs weekly testing on all emergency generators.
12. Assists with the yearly disassembly and assembly of the boilers for the yearly state inspection.
13. Assists with the maintenance of the cooling towers and the proper chemical levels.
14. Performs repairs to County buildings, rental properties and County equipment as necessary.
15. Performs lock repairs, including rebuilding and repairing electronic locks. Assists in maintaining key schedule for assigned buildings.
16. Performs plumbing repairs, such as repairing leaks, unplugging drains, installing fixtures, such as urinals and toilets.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: High school graduation or equivalent with advanced skills training in electrical, HVAC, plumbing and other building trades areas.

Experience: Three to five years of experience in the maintenance and repair of mechanical, heating, cooling and ventilation systems, plumbing and other building maintenance areas.

Other Requirements: Possession of a valid Michigan Driver's License. Mechanical and electrical certifications preferred.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Walks over uneven terrain to maintain equipment and remove snow.
Squatting, stooping, kneeling to maintain and repair facilities and equipment.
Climbing ladders to make repairs.
Climbing into trucks and onto other equipment.
Operating trucks with snow removal equipment and to haul equipment.
Lifting ability to remove and replace parts on building mechanical systems.
Ability to lift, push and pull office furniture.
Ability to lift boxes of supplies, equipment and other items weighing up to 100 lbs.
Ability to lift and move plumbing fixtures and other equipment involved in repair tasks.

Working Conditions:

Works in confined spaces.
Works outside in varying weather conditions.
Works in all areas of County buildings.
Works in cramped body positions to perform maintenance and repairs.
Works in areas with loud noise.
Exposure to equipment where risk exists of getting burned, bruised or scraped.
Exposure to environmental allergens such as grass, weeds and pollens. Contact with oil and petroleum products.
Exposure to solvents, pesticides and herbicides.
Exposure to gases and fumes.
Exposure to communicable diseases in the course of some maintenance assignments.