

DES MOINES COUNTY JOB DESCRIPTION FOR LEAD MAINTENANCE

GENERAL

POSITION

Lead Maintenance

REPORTS To

Building Maintenance Director

JOB GOAL

Under the general direction of Maintenance Director, is responsible for maintenance and cleaning of Des Moines County buildings and grounds; assists in planning and implementing facilities repair and new or replacement projects.

QUALIFICATIONS

TRAINING AND EDUCATION

High School Diploma or equivalent.

Must possess a valid driver license and be insurable on the county's insurance

Post-secondary courses in job related areas such as construction trades and supervision, preferred.

Five years of experience in facilities maintenance, preferred.

DEMONSTRATED SKILLS AND ABILITIES

Knowledge of operation, maintenance and repair methods, practices and procedures for equipment involved in building & grounds maintenance.

Ability to safely perform a variety of physical activities associated with building and equipment maintenance and repair, including walking, standing, crawling, crouching, stooping and kneeling, pushing, pulling, lifting and carrying and operating job-related objects, tools, and equipment weighing up to Fifty (50) pounds; and using hands and arms to reach and grasp tools, materials and controls.

Skill in diagnosing equipment malfunction and determining necessary repair.

Ability to read and interpret technical documents, including safety rules, equipment specifications and associated operation, maintenance and repair instructions.

Ability to accurately prepare and maintain records and files.

Ability to effectively organize, assign, supervise, inspect and evaluate the work of assigned employees and contractors.

Ability to establish effective working relationships with all coworkers, assigned employees and managers.

WORK REQUIREMENTS

Some work is performed outdoors under adverse weather conditions. Position requires frequent lifting of objects weighing up to Fifty (50) pounds (such as cases of copy paper, cases of cleaning products, boxes of license plates, tools and other equipment). The work environment can present exposure to extreme heat, cold, humidity, confined spaces, and moving machinery and can be noisy due to the operation of machinery or power tools.

Required to work overtime as needed and ability to be on a weekly rotating on call schedule for 24/7 emergencies.

Must be able to pass a background investigation and drug screening.

Must be able to communicate well with co-workers and the public citizens.

Must be able to work with minimal supervision at times, self-motivator and also work together as a united team.

Must be capable of performing duties inside Des Moines County Correctional Facility working around inmates.

PERSONAL ATTRIBUTES

Honesty, Integrity, Communication, Willingness to learn, Adaptability, Attention to detail, Self- Motivated, Initiative, Organization, Teamwork, Problem-solving, Enthusiasm, Empathy, Flexibility

PERFORMANCE RESPONSIBILITIES

PUBLIC RELATIONS

Establish a positive public relations image of the County through:

- the effective handling of incoming telephone calls;
- personal contact with other employees, contractors, citizens, and elected officials, and providing assistance of the highest quality to County citizens and other office customers.

FACILITIES

1) Maintenance and repair of county owned buildings and grounds, including plumbing, electrical, boiler, heating/cooling system maintenance, along with painting, carpet cleaning, floor waxing/polishing, etc.

2) Responsible for equipment maintenance: diagnose equipment problems and evaluate cost/benefit of repair, new purchase or contracting out; responsible for building and grounds maintenance of the Des Moines County Correctional Facility, Courthouse, Local Public Health Building, Sheriff's Office, County Attorney's office, Secondary Roads Buildings, Emergency Management & Joint Safety, Cottonwood Office building, Residential Care Facility, Cottonwood Apartments, E911 tower, and the Old County Home Facility site.

PURCHASING/INVENTORY

- 1) Maintain inventory of materials necessary for cleaning and maintaining County buildings and grounds.
- 2) Develop and present recommendations to the Building Maintenance Director regarding new equipment and supply purchases.

MANAGEMENT

1) Train employees; maintain log of personnel assignments and equipment; assign projects and check results; monitor time and work records under the direction of or in the absence of Building Maintenance Director.

2) Supervise daily operations for personnel, vehicle and maintenance tool safety under the direction of or in the absence of Building Maintenance Director.

3) Responsible for department's emergency service response, when directed by Building Maintenance Director.

4) Oversee completion of facilities repair, replacement and construction projects as directed by Building Maintenance Director.

WORK SCHEDULE, COMPENSATION AND BENEFITS

Normal work week is Monday thru Friday 7:00 a.m. – 3:30 p.m. Some evening and weekend work may be required. On call 24 hours each day for 7 days every 3 weeks. Wage scale and benefits are per Des Moines County Union Bargaining Agreement.

EMPLOYEE STATEMENT:

I have thoroughly reviewed all elements of this Job Description and agree that it describes my position as Des Moines County Building Lead Maintenance.

Signature of Employee

Signature of Department Head

Date

Date