

Kendall County Job Description

TITLE:	Maintenance I
DEPARTMENT:	Facilities Management
SUPERVISED BY:	Assistant Director/Project Manager
FULL TIME/PART TIME:	Full time
FLSA STATUS:	Non-Exempt
UNION STATUS:	Union (Teamsters Local #330)
APPROVED:	April 18, 2023

I. Position Summary:

Under general supervision of the Assistant Director/Project Manager and Director, the Maintenance I position operates, maintains, and performs minor maintenance and repairs to Kendall County's building systems, equipment, and grounds common to structures and systems throughout Kendall County's jurisdiction.

II. Essential Duties and Responsibilities:

The essential duties for this position include, but are not limited to the following:

- A. Safely performs routine adjustment, repair, and preventative maintenance of building equipment and structures including, but not limited to, the replacement of electrical devices, air filters, belts, and performs lubrication of related equipment.
- B. Performs daily safety checks on heating, cooling, and other equipment.
- C. Views, interprets, and verifies system alarms and advises the Facilities Management Director, the Assistant Director/Project Manager, or their designees of verified alarms on the HVAC control system.
- D. Is a self-starter who plans and performs basic projects, as needed or required.
- E. Assists the Facilities Management Department staff and supervisors with various tasks including, but not limited to running errands; retrieving supplies/materials for tasks; holding objects/materials requiring more than one person; and cleaning up after completion of tasks.
- F. Operates, inspects, tests, and makes minor changes to building systems including, but not limited to, fire alarm, HVAC, HVAC controls, lighting, water treatment systems, standby generators, and U.P.S. systems.
- G. Performs maintenance and/or replacement of plumbing devices and fixtures including, but not limited to working on plugged drains as well as operating hand and power operated drain augers.
- H. Assists outside vendors as needed to complete work beyond their general capabilities including, but not limited to escorting individuals through secure areas; signing service tickets; and recording time spent on a task.
- I. Performs non-technical tasks such as changing light bulbs; repairing walls; painting; cleaning; repairing carpeting, ceiling, and furniture in addition to other miscellaneous job-related duties and special projects, as needed.
- J. Performs snow/ice removal using ride-on and other powered equipment and/or hand tools.

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- K. Perform grounds maintenance activities including, but not limited to weed control of planting beds; removing debris; raking & disposal of leaves and others plant materials; broom and shoveling of sidewalks and parking lots; trimming branches; pulling weeds; and applying weed control herbicides.
- L. Performs repairs of walls, ceilings, stairs, and related structures, which include tasks such as scraping paint; applying compound, sanding, and finishing drywall systems of existing and new structures; along with painting related repairs and maintenance of walls, ceilings, and other facility structures.
- M. Collects and maintains logs/inventories/records and reports all faults, deficiencies, and other unusual occurrences.
- N. Complies with the work order system by performing tasks including, but not limited to interpreting work orders; performing work requested; completing work order per instruction; and providing accurate information on completed work order.
- O. Safely moves furniture, packages, and boxes, as requested.
- P. Distributes materials and supplies throughout assigned areas.
- Q. Safely drives County owned vehicles and other motorized equipment to perform assigned job tasks.
- R. If assigned to perform work inside the Kendall County Public Safety Center, must have the ability to be cleared for access by the Kendall County Sheriff and must comply with all applicable rules and policies of Kendall County Sheriff's Office.
- S. Performs new installations of wall systems, electrical and low voltage systems.
- T. Must be available to work shift(s) after regular business hours, on holiday(s), weekend(s), or during other events as required.
- U. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
- V. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, vendors, and the public.
- W. Complies with all applicable laws, regulations, union contracts, safety standards, and County policies and procedures regarding or relating to assigned job duties.
- X. Must be able to work on-site to perform the essential job duties.
- Y. Maintains regular attendance and punctuality.
- Z. Performs other duties, as assigned.

III. **Qualifications:**

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

1. Ability to read and interpret documents and simple instructions.
2. Ability to write routine reports and correspondence.
3. Ability to express oneself clearly and concisely both orally and in writing.
4. Requires knowledge of the English language, spelling and grammar.

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B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percentages as well as draw and interpret bar graphs.

C. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several variables in standardized situations.
3. Ability to independently work to project completion and follow guidance.
4. Ability to listen, understand information and ideas, and to work effectively with County personnel, elected officials, vendors, and the public.
5. Ability to read and work with blueprints and technical manuals.

D. Certificates, Licenses, and Registrations:

1. Current and valid Driver's License.
2. Any and all other licenses, certifications, and registrations as required by immediate supervisor for the specific duties performed.

E. Other Skills, Knowledge, and Abilities:

1. The ability to display a positive, cooperative, professional and team orientated attitude, committed to working in a safe and quality environment.
2. Knowledge in maintenance supplies, equipment, materials, and methods used in janitorial, grounds and landscaping work.
3. Ability to make minor repairs to buildings and equipment.
4. Ability to perform various clean-up and maintenance tasks as required.
5. Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance and use of equipment to complete assigned tasks.
6. Ability to safely and proficiently operate powered hand tools and all other equipment needed to perform assigned job duties.
7. The ability to follow guidance and work independently until project completion.
8. Must be proficient in the use of Kendall County's work order system, computer, email systems, and telephone systems.
9. Complies with all County policies and procedures and adheres to set standards.

F. Education and Experience:

1. A minimum of a high school diploma, GED, or equivalent is required.
2. A minimum of at least two (2) years prior work experience in commercial, office, or public building facility maintenance and repair.

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IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

- A. Frequently lift and/or move items up to 80 pounds.
- B. Use hands to touch, handle, feel, grip, and type.
- C. Bend over at the waist and reach with one and/or both hands and arms.
- D. Climb and balance, stoop, kneel, crouch, and crawl.
- E. Stand and walk on uneven ground and development sites.
- F. Reach, push, and pull with one and/or both hands and arms.
- G. Talk and hear in person and via use of telephone.
- H. Specific vision abilities include close and distance vision, as well as depth perception.
- I. Must be able to work from ladders, scaffolding, and personal lifts.
- J. Must be able to safely and proficiently operate powered hand tools and all other equipment needed to perform assigned job duties.
- K. Must be able to operate County vehicles and safety equipment.
- L. Must be able to travel independently to other County properties and other locations throughout Kendall County to perform assigned job duties.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- A. Must be able to work in both inside and outside environmental conditions, which includes during extreme weather.
- B. While performing assigned job duties, the position may be exposed to blood borne pathogens or other infections and contagious diseases.
- C. While performing assigned job duties, the position may be exposed to dust, fumes, odors, smoke, gases, and chemicals.
- D. Will be required to work with moving mechanical parts and in high, precarious places, as needed.
- E. The noise level in the work environment varies from quiet to noisy.
- F. The employee must be available to perform all assigned job duties during normal business hours and outside of normal business hours.
- G. Employee may be exposed to stressful situations while working with elected officials, law enforcement, first responders, medical professionals, and the general public.

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By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee