

LATAH COUNTY JOB DESCRIPTION

Job Title: Maintenance Tech I
Department: Fairgrounds

Revision Date: May 7, 2020
Reports to: Fairgrounds Director

Salary: \$18.43/hour + DOE and Full Time Benefits

Start Date: Last week of December 2022 or first week of January 2023 depending on availability for training schedule.

Work Schedule: Full-time position, but exact hours can be negotiated depending on desires of the selected candidate and needs of the County.

Application Process: Fill out a standard Latah County Employment Application, and submit the application, a cover letter addressing job requirements, and resume' to the Fairgrounds and Events Center office at 1021 Harold St, or via email to jlogan@latah.id.us. Review of applications will start on Monday, November 14, 2022 and continue until the position is filled.

Job Summary

This position is a full-time entry level mechanical maintenance position that also includes housekeeping duties and responsibilities. The time devoted to each of these areas is expected to be equal but may vary with seasonal demands.

The primary work locations are at the Fairgrounds; occasional work directives may be extended to other Latah County facilities.

This employee must have well-developed housekeeping skills and adequate mechanical work experience indicating an ability to perform grounds and other light maintenance tasks using related tools and equipment.

The typical workday is a mixture of various routines such as housekeeping, building and grounds maintenance, handling aspects of the county recycling program, and delivery, seasonal grounds care and snow removal, and routinely providing valued assistance to others as directed.

This is an on-call position that requires this employee to occasionally work non-business hours and weekends/holidays for snow removal or to assist other departmental staff with emergencies.

This employee reports to the Fairgrounds Director and given guidance by the Fairgrounds Maintenance Worker II

Duties and Responsibilities

Essential

- Daily housekeeping regimen (specific tasks are described below);

- Daily tasks related to the county recycling program;
- Daily (seasonal) snow removal and de-icing;
- Daily (seasonal) grounds maintenance routine;
- Maintain security/emergency and office lighting systems by replacing bad bulbs, transformers motion detectors and other sensors as needed;
- Provide assistance to departmental staff and other county departments as directed.

Housekeeping Duties (specifics)

- Perform floor care tasks such as sweeping, wet mopping, stripping and waxing, carpet spot removal, and vacuuming;
- Clean office spaces, hallways, lobbies, and entrances by dusting, emptying trash containers, cleaning and caring for all woodwork, wash windows, dust blinds and overhead lighting, (cleaning desktops, computers and personal items are exempt);
- Clean restrooms including all touch surfaces, toilets, urinals, sinks, floors, walls, stall partitions, mirrors, and windows;
- Clean all touch surfaces throughout the county facilities (e.g. handrails, drinking fountains, door handles, switch plates, public telephone);
- Clean building and grounds exteriors by sweeping, picking up trash and other like tasks as directed;
- Inform appropriate Director/supervisor of supply needs, security issues or concerns, roof leaks, observed mechanical failures and any other building related issues.

Maintenance Duties (provides assistance to other staff to complete the following)

- Perform seasonal maintenance to parking lots, sidewalks, steps, and handicap ramps, including snow removal and de-icing;
- Perform seasonal grounds maintenance, including any of the following duties: watering, fertilizing, mowing, weed control, tree/shrub pruning, garden preparation, and set up and tear down of lawn and garden irrigation; event setup and take down activities, indoor and outdoor painting projects, fair setup and takedown.
- Maintain security-grade domestic and sanitary water systems and plumbing fixtures throughout the county facilities;
- Perform seasonal preventative maintenance and repair of various mechanical HVAC systems;
- Maintain safety related equipment and systems;
- Maintain all interior and exterior emergency/security lighting systems located throughout county facilities;
- Perform preventative maintenance of all irrigation systems;
- Maintain building exterior concrete surfaces, foundations and retaining walls by pressure washing, repairing cracks, priming and painting;
- Maintain building interior by repairing carpet, floor tile, wall plaster, ceilings, doors, and doorframes;
- Oversees community service
- Assist with any and all other maintenance tasks as directed.

Other Duties and Responsibilities

- Demonstrate initiative and willingness to complete work as directed;

- Perform all duties and responsibilities efficiently, accurately and safely;
- Work with the general public to answer questions, provide directions, and explain building and grounds policies and procedures.

Required Qualifications

- High school education or equivalent;
- Valid Idaho driver's license;
- Must pass a criminal background check;
- One (1) year custodial/housekeeping experience required;
- Good communication and public relations skills, experience using email and text;
- Must be available if called 24 hours per day, 7-days/week to perform snow removal duties and to provide assistance to departmental staff for county related emergencies as directed.

Desired Qualifications

- Work history showing two years or more working in a mechanical service field with experience performing preventative maintenance (filters, belts, etc.);
- Two years' experience operating light/medium equipment (for lawn care, dirt work, and snow removal);
- Strong mechanical aptitude;
- Experience working with shop tools, power tools.

Physical Requirements

Must have physical ability to work in inclement weather, maintain work focus, must have the ability to read, walk briskly, climb ladders, balance, grasp, kneel, crouch, reach, pull, bend, stretch, and lift (50 pounds repetitively).