

CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS

Vacancy Announcement

Job Title: Maintenance Worker

Salary: \$15.00 per hour

Qualifications:

- Must have a valid Florida Driver's License.
- Must be able to pass a pre-employment drug screen and background check.
- Must complete a 40-hour Non-DOC class.

Definition:

Under general supervision, performs a variety of work in the general maintenance and repair of buildings, facilities, equipment and grounds. Performs related duties as assigned.

Supervision Over:

State Inmates, you will pick them up every morning and return them at the end of the work day.

Duties and Responsibilities:

***Note: These examples are intended only as illustrations of the various types of work performed for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

General Maintenance and Repair of Buildings, Facilities, Equipment and Grounds

Performs a variety of work in the maintenance and repair of buildings and grounds at various facilities/sites including carpentry, glazier, electrical, plumbing, masonry, painting, grounds maintenance and masonry tasks: repairs and treats structures such as floors, showers, sinks, walls, roofs and carpets; cleans debris from roof gutters as necessary; performs minor troubleshooting, repairs and adjustments of locks on doors, cabinets, desks, closets; repairs door hinges; cleans plugged key slots; changes filters on various ventilation units; hooks up and services kitchen appliances; reports mechanical malfunctions to appropriate party for action; moves and assists in moving furniture and equipment at various facilities/sites; sets up and breaks down cubicle partitions; installs shelving; identifies projects requiring the services of a higher skilled crafts person; assists in obtaining quotes and arranging for services of outside vendors as directed; completes service requests and updates work logs for specific site requirements; maintains reports on pesticide use; activates and deactivates building alarms; removes and responds to safety hazards; as part of site support team, assists with special projects periodically as directed; maintains clean, safe and orderly work sites

- a. Carpentry: Performs basic rough and finished carpentry repair of structures such as partitions, walls, doors, fences, window frames, office furniture, roofs and shelves.
- b. Glazier: Removes broken glass, putty or plastic; replaces windows and door hardware; replaces glass for windows, doors and light fixtures.
- c. Electrical: Performs basic electrical repair work for switches, outlets, plugs, cables, appliances and lighting systems; reports unsafe electrical conditions.
- d. Plumbing: Identifies and performs basic repairs of plumbing leaks or breaks; opens clogged lines and drains; replaces seals and other minor parts; maintains drinking fountains; repairs, replaces and maintains hot water heaters and other appliances.

- e. Painting: Applies and prepares various surfaces for paint, enamel, lacquer, varnish or stain; removes or paints over graffiti; repairs wall coverings.
- f. Grounds Maintenance: Maintains grounds in clean, safe and orderly manner including mowing, trimming, weeding, aerating, minor pest management, composting and fertilizing lawns; replaces plants as needed; sets sprinklers; replaces broken sprinkler heads; adjust automatic time clocks and system pressure if necessary; cleans debris from grounds, pathways and parking lots; maintains grounds maintenance equipment; prunes trees and shrubs.
- g. Masonry: Lays forms, mixes, pours, finishes and repairs concrete for sidewalks, pavers, ramps and slabs.

Minimum Qualifications:

Education, Training and Experience:

Any combination of education, training and experience which demonstrates ability to perform the duties and responsibilities as described including related work experience in one or more of the building trades.

Knowledge of:

Methods used in maintenance including basic knowledge of the following trades: carpentry, plumbing, glass replacement, painting, masonry, grounds keeping including sprinkler systems, pest management; appliance repair and electrical wiring; maintenance of hand tools and gas-powered equipment; standard practices and tools used in the maintenance and repair of building facilities; safety practices and procedures related to the building trades; ADA rules and regulations; proper lifting techniques; basic math to add, subtract, multiply and divide.

Skill and Ability to:

Effectively use a variety of hand and power tools; operate appropriate lifts as needed to perform duties of the job; read blueprints; perform a variety of physical labor including climbing ladders, bending, kneeling, reaching and standing for long periods of time; lift and carry boxes, tools, equipment and materials; review and identify projects needed to be serviced by outside contractors; follow oral and/or written instructions; communicate effectively in both oral and written form; maintain work logs and service requests; establish and maintain cooperative and effective working relationships with those contacted in the course of work assignments.

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS IS AN EQUAL OPPORTUNITY
EMPLOYER AND IS A DRUG FREE WORKPLACE**

**Apply through CareerSource Chipola, due to the Covid-19 Pandemic you will have to call
to make an appointment with the Marianna Office at (850) 633-4419.**