



## SANDERS COUNTY

April 12, 2021

**Position:** Maintenance Helper (Part Time)  
240-300 hours per year – “As Needed”

**Department:** Maintenance

**Salary:** Starting Pay Range from \$14.25 to \$15.75, depending on experience

**Closing Date:** 4:00 PM on Friday, April 19, 2021

**Application documents required:** Please contact Sanders County Job Services at 406-382-3045.

**Work Unit Overview:** Full time Position. All county departments must maintain an open and customer service oriented environment, cooperate with other County departments and governmental entities, and keep accurate and timely records and information.

**Job Summary:** The Building Maintenance Department is responsible for the maintenance and operation of County Courthouse Complex and grounds. The department provides custodial services, grounds keeping, snow removal, and facility maintenance for the Courthouse Complex and grounds. The Maintenance Helper assist in the operation of and maintenance the County Courthouse and Sheriff’s Office/Detention Center (*The Courthouse Complex*) to ensure facilities are safe and operational in accordance with County policies and all applicable laws. Duties include ensuring that plumbing, electrical, structural, and mechanical systems function properly and are maintained according to established procedures and applicable codes. This position prioritizes work orders, directs and oversees contracted services, orders necessary supplies and equipment, manages inventories, and oversees the work of landscaping and snow removal.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Maintain major facilities systems in the County Courthouse Complex by checking for proper functioning, diagnosing problems, and testing systems to ensure they operate safely and efficiently according to industry standards, and policies and laws. Diagnose complex mechanical and operational problems as they arise; operate, treat, repair, log, and test the safety devices on the Courthouse HVAC system.
- Repair fixtures and equipment as needed to ensure facilities are fully operational, free of unsightly damage, and kept up as the process of normal wear, tear, and product failure unfolds. Handle repairs that require basic skills as an electrician, carpenter, plumber, mechanic, painter, HVAC technician, and roofer. Request the services of a licensed professional when a repair requires more expertise or local ordinances require it.
- Install, operate, maintain, and repair water filters, softeners, piping, and pumps used in conjunction with water distribution, including all sinks, toilets, and supply lines. Install, operate, maintain, and repair all types of motors and engines used to power pumps, compressors, and fans.
- Ensure buildings are fully operational and safe for County staff and the general public. Monitor, re-clamp, and replace ballasts as needed; ensure repair and replace faucets and flush valves; and repair furniture and property damage to flooring, drywall, windows, etc.

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- Perform Courthouse building custodial duties, including unlocking outside doors in the morning and locking doors at close of business; sweep and mop all appropriate floors; strips and waxes floors, as needed; clean and sanitize rest rooms and refill dispensers; dust window sills and spot wash windows; vacuum carpets and spot clean as needed; clean drinking fountains.
- Administer preventative maintenance of facility and tools in order that routine maintenance schedules will help maintain a safe environment that will continue to serve its intended function. Monitor facility systems, routinely inspects tools and equipment, and coordinate preventative maintenance activities (e.g., performance testing, cleaning/oiling, sharpening, etc.) to ensure safety and effectiveness.
- Prioritize work orders based on the nature and urgency of specific problems, available resources, and anticipated timelines to ensure projects are completed.
- Oversee the work of landscaping and snow removal to ensure the quality and efficiency of work. Identify performance problems, safety hazards, quality deficiencies; maintain all sprinkler and other landscaping support systems.

**Non-Essential Functions:**

- Compile and submit activity reports, equipment logs, inspection reports, and other records to provide accurate, complete, and timely information.
- Perform other duties as assigned including but not limited to managing special projects, attending meetings and conferences, providing backup for other staff, participating in training, etc.
- Perform a variety of miscellaneous duties including but not limited to assembling new equipment, painting, and other tasks that may become necessary.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- The position requires strenuous walking, bending, and standing for extended periods; lifting and transporting machines, tools, and equipment weighing up to 100 pounds; and exposure to loud noises, electricity, extreme heat, natural gas, dust, power tools, and other hazards associated with an active maintenance site.
- Required to paint overhead for extended periods of time; work various temperatures and outdoor exposures; and safely climb up and down ladders and scaffoldings.
- The majority of the work takes place around the County Courthouse Complex and grounds.
- Work with chemicals, power tools, and various maintenance projects that require the use of protective clothing and equipment (e.g., gloves, dust masks, eye screens, etc.).

**Supervision Exercised:** *List jobs reporting to the subject position and level of supervisory authority.*

This position does not directly supervise other County staff.

**Knowledge, Skills, and Abilities:**

The job requires knowledge of system, theory, and procedure for installation, operation, maintenance, and repair in two or more of the following areas: electrical, HVAC, refrigeration, electronic, plumbing, painting, and carpentry, including Uniform Mechanical, Electrical, Building, Fire, and Life Safety Codes; and effective use of tools, equipment, and materials used in building trades; procedures, materials, and tools used in remodeling buildings and building furniture; occupational hazards and safety precautions of the building and mechanical trades, including using highly toxic paints. The position also requires thorough technical knowledge of low-pressure boilers and related safety and control devices, and project management as well as a general knowledge

of electrical circuits and their components (e.g., circuit boards, transfer switches, etc.), plumbing systems, carpentry, and construction.

The job requires skill in repairing machines or systems using the appropriate tools; performing routine maintenance on equipment and determining when and what kind of maintenance is needed; troubleshooting; critical thinking; and complex problem-solving.

The job requires the ability to safely and effectively operate power tools, and heavy equipment (e.g., boilers, etc.); diagnose and resolve mechanical problems; and communicate with individuals of varied technical levels. The incumbent must have the ability to effectively manage maintenance projects, prioritize work orders, perform strenuous physical work for extended periods of time, and motivate any staff/contractors to achieve maintenance objectives, and learn and apply new methods and technologies.

**Education and Experience:**

The job requires education and experience equivalent to graduation from high school plus one (1) year of technical training in one or more facilities systems (e.g., plumbing, security, electrical, carpentry, etc.). The incumbent must earn specialized certification in low-pressure boiler engineering within six (6) months of hire. Equivalencies include completion of an approved apprenticeship program or journey level experience in at least two building trades OR one year experience equivalent to a Building Maintenance Worker at this level AND journey-level experience in at least two building trades.

**Health and Safety Responsibility:**

The safety and health responsibilities described herein are representative of those an employee will be responsible/accountable for while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Carry out work in a manner so as not to create a health and safety hazard to yourself or others; suggest ways to eliminating hazards.
- Assist in the reduction and controlling of accidents and illness producing conditions in work area by routinely conducting a visual inspection of the work area to identify unsafe work conditions and report time immediately to department supervisor.
- Advise co-workers when he/ she is participating in an unsafe work practice. Report any unsafe work practices immediately to supervisor.
- Report any incidents, near misses, injuries, or illnesses to immediate supervisor.
- Use the correct tools and equipment for the job includes Use the required safety equipment and protective clothing.
- Develop a personal concern for health and safety -- for yourself and for others, particularly new employees.
  
- Read, understand, and comply with workplace health and safety policy, safe work practices and procedures.
- Co-operate with health and safety committee members and representatives.
- Should an injury occur during the course of the workday, report to your Supervisor and complete written Report of First Injury by the end of the work shift on the day injury occurs. Failure to complete and submit Report of First Injury that occurs during a work shift may result in progressive discipline being initiated.