



Job Description

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Barton County is an Equal Opportunity Employer and reasonable accommodations are available.

DEPARTMENT: Barton County Sheriff's Office

POSITION TITLE: Maintenance Worker

GRADE: 1

EMPLOYMENT CATEGORY: Part-Time

STATUS: Non-Exempt

REPORTS TO: Sheriff, Undersheriff

POSITION SUMMARY:

Under limited supervision, performs a variety of semi-skilled maintenance work. Responsible for light maintenance and repair work for the buildings of the Barton County Sheriff's Office, Barton County Detention Facility and the Barton County Training Facility. Requires light trouble shooting abilities for a variety of projects and occasionally janitorial and law maintenance. Job tasks will be discussed with the Sheriff or Undersheriff.

FUNDAMENTAL JOB DUTIES:

Trouble shoots minor maintenance problems involving electrical, structural, plumbing and equipment repair or replacement. Performs preventive building maintenance duties. Purchases supplies, equipment and materials necessary to complete projects. Performs job tasks to the direction of the Sheriff.

EDUCATION:

High school diploma or GED. Ability to communicate effectively, both orally and in writing. A valid driver's license is required.

EXPERIENCE / SKILLS:

Knowledge of trades related to building maintenance and repair. Knowledge of machinery, equipment and tools necessary for the maintenance and repair of public buildings. Knowledge of occupational hazards and safety precautions. Skill in using hand and power tools. Ability to establish and maintain effective working relationships with inmate workers.

PHYSICAL REQUIREMENTS / ABILITIES:

There is frequent need to stand, stoop, walk, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday.

WORKING CONDITIONS / ENVIRONMENT:

Work involves moderate to heavy work in all types of weather. Problem solving and working in a timely manner to complete projects. This is a drug / alcohol free work environment through the use of mandatory pre-employment drug testing.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Employee Signature _____ Date _____

Department Head Signature _____ Date _____

DATE WRITTEN: March 23, 2015