

JOB DESCRIPTION

Essex County, VA

Job Title	Maintenance Assistant
Department	Facilities Management
Category	Full Time or Part Time
FSLA	Non-Exempt
Pay Grade	
Report to:	Grounds Supervisor or Maintenance Supervisor during the winter season
Supervises:	NA

JOB SUMMARY/PURPOSE

This position performs semi-skilled work in the repair and maintenance of the County's buildings and grounds. This work involves operating medium to light machinery, vehicles or tractors and using hand tools to assist with grounds maintenance, mechanical equipment repair, building maintenance repairs and landscaping duties. The Maintenance Assistant is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. 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.)

- Major responsibility is to perform grounds maintenance such as various landscaping duties, planting, fertilizing and mowing grass, weeding flowerbeds, raking leaves, maintaining landscaping, blowing leaves, using tractors and power mowers, removal of trash, string trimmers and use of various hand tools;
- Drives trucks transporting materials to and from work sites, and runs errands;
- Performs various jobs at the public pool, including painting, vacuuming and other related duties. May also assist Parks and Recreation with field preparation for field activities;
- Ensures vehicles, equipment, tools and supplies are properly cleaned, stored and secured; assists Grounds Supervisor with mechanical repairs;
- Assists in making electrical, HVAC, painting, carpentry, plumbing and related repairs on County buildings and grounds under supervision and direction;
- Assists senior personnel with necessary tools and supplies for the repair and/or maintenance of County buildings and grounds;
- Changes HVAC filters, cleans coils on HVAC units, replaces light bulbs, clear toilets, and clears drains;
- Operates medium to light machinery and uses hand tools to assist with HVAC, other building maintenance and repairs;
- Assists custodian staff, as necessary;
- Responds to emergency calls after-hours and on weekends. Performs snow removal duties and emergency work;

- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeping current with policies and procedures and work standards;
- Consistent on-site/field work and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- High school diploma supplemented by one (1) year of experience with grounds or building maintenance, semi-skilled repair/maintenance work and/or grounds keeping or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job.

Licenses or Certificates:

- Valid Virginia driver's license and a good driving record

Knowledge, Skills and Abilities:

- Some knowledge of grounds maintenance including lawn mowing, seeding and fertilizing, landscaping, snow and ice removal;
- Some knowledge of the safe and effective use of, vehicles, mowing equipment, tractors, hand tools and other equipment;
- Some basic knowledge of HVAC systems, plumbing repairs, and carpentry;
- Skill with using tools, vehicles, tractors, and equipment to accomplish grounds and building maintenance in a safe manner;
- Ability to learn County and Departmental policies, procedures, rules, and regulations;
- Ability to follow oral and written instructions;
- Ability to maintain effective working relationships with supervisors, employees, contractors and other departments.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places		X		
Work with toxic or caustic chemicals		X		
Work with fumes or airborne particles		X		
Work near moving mechanical parts			X	
Risk of electrical shock	X			
Vibration			X	
Equipment Used – Vehicle, Tractor, zero turn lawn mower, hand lawn mower, mechanical tools, hand tools & fertilizer			X	X

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing			X	
Using hands/fingers to handle/feel				X
Climbing or balancing - ladders		X		
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms			X	
Tasting or smelling	X			
Bending, pulling, pushing			X	
Other-Driving			X	
Other-Heat of Summer, Cold of Winter			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds		X		
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)		X		
Loud Noise (heavy equipment/traffic)				X
Very Loud (jack hammer work)		X		

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).

