

CARBON COUNTY MONTANA

JOB DESCRIPTION



POSITION: Building Maintenance Coordinator

DEPARTMENT: Building Maintenance

REPORTS TO: Presiding Officer of the Board of Commissioners

- Full-Time (40 hours) Part-Time Benefit Eligible (30-39 hours) Part-Time (≤29 hours)
- Permanent Seasonal Temporary Grant-Funded Short-Term
- Exempt Non-Exempt
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PURPOSE OF THE JOB: Care for County Buildings including the Courthouse, Personal Services Building, Administration Building, the old Cedarwood Villa, Fair Buildings, and surrounding grounds by maintaining, cleaning, maintaining the boilers and furnaces, performing minor repairs, maintain lawns and landscaping, and removing snow. Oversee and direct other building staff.

Check-in and check-out renters of the Fair Grounds and Fair facilities. Coordinate with Fair Board Secretary on the schedule for renting Fair facilities. Communicate maintenance needed to the Fairgrounds facilities to the Carbon County Fair Board

ESSENTIAL FUNCTIONS:

- Coordinate with Commissioners for major repairs - solicit quotes, interface with contractors, review work completed
- Coordinate with Contractors for minor repairs to generators, HVAC systems, plumbing, buildings, grounds, etc.
- Light painting and minor repairs (plumbing, electrical, lighting, locks, hinges, etc.)
- Oversee and assist with cleaning of County facilities - vacuum, sweep, mop, clean restrooms, wax floors, dust, wash windows, clean kitchen equipment, refuse management, litter control, fair grounds manure control, etc.
- Maintain arena fencing and repair corrals/stalls
- Empty trash and cigarette receptacles
- Operate and maintain snow removal and lawncare equipment
- Oversee and assist in maintenance of the landscaping and sprinkler systems
- Inspect and maintain furnaces and boilers, oil motors and pumps, check gauges and relief valves, inspect belts and motors, and change filters
- Coordinate non-routine repairs at the fairgrounds with the Fair Board Chair
- Coordinate with renters/event organizers using fairground facilities
- Oversee community corrections participants in coordination with Sheriff's Office

OTHER DUTIES AND RESPONSIBILITIES:

- Track usage of supplies and order cleaning and maintenance supplies as needed.

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- Raise and lower the flag for Flag Proclamations.
- Other duties as assigned.

- May facilitate special cleaning and maintenance projects in other County Facilities including Extension, Road Shops, and Weed District Shop at the request of the Commissioners.

KNOWLEDGE AND SKILLS:

Required:

- Must have passed the boiler's test and carry a current low-pressure boiler's license or have ability to do the same within one (1) year of hire
- General knowledge of cleaning and cleaning chemicals
- General knowledge of lawn-care and snow removal
- Must be able to operate lawn mowers, gas trimmers, snow blowers, vacuum cleaners, floor polishers, snow removal equipment, and other similar maintenance equipment
- Must be able to change locks, water pump couplers, and lighting ballasts
- General knowledge of plumbing and electrical systems
- Ability to work well with the public and co-workers
- Must have a valid Drivers' license

FISCAL RESPONSIBILITY:

- Obtain quotes for contracted projects.
- Work with Commissioners and Fair Board Chair to develop department budgets and maintenance project priorities

EXTENT OF PUBLIC CONTACT:

Regular contact with County employees, contractors, Fair Board members, and the public renting the Fairgrounds Facilities. Occasional contact with members of the general public.

WORKING CONDITIONS AND ENVIRONMENT:

Work must be performed 7 days a week if necessary. Could be called in for emergencies 24 hours a day, 7 days a week.

Physical Activity:

Repetitive Motion: Never Occasionally Frequently Continually
(repeating movements of arms, hands and wrists)

Talking: Never Occasionally Frequently Continually
(express or exchange ideas verbally)

Hearing: Never Occasionally Frequently Continually
(perceive sound by ear)

Seeing: Never Occasionally Frequently Continually
(obtain impressions through the eye)

Activity Level:

Sedentary

(occasionally lift/carry up to 10 pounds or push/pull small objects; sits most of the time; infrequent to

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occasional walking/standing)

Light

(frequently lift/carry/push/pull up to 10 pounds and/or occasionally lift/carry/push/pull up to 20 pounds; frequent walking/standing or sitting most of the time while using arms/legs to push/pull)

Medium

(occasionally lift/carry/push/pull 20-50 pounds and/or frequently lift/carry/push/pull 10-20 pounds and/or continuously lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)

Heavy

(occasionally lift/carry/push/pull 50-100 pounds and/or frequently lift/carry/push/pull 20-50 pounds and/or continuous lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)

Very Heavy

(occasionally lift/carry/push/pull 100+ pounds and/or frequently lift/carry/push/pull 50+ pounds and/or continuous lift/carry/push/pull of 20+ pounds; occasionally to frequent walking/standing)

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

Employee Signature

Supervisor Signature

Date

Date

FOR OFFICE USE ONLY

JOB DESCRIPTION: APPROVED DENIED

SALARY SCHEDULE: ADMIN CLERK DISPATCH NURSE ROAD SHERIFF

Presiding Officer Signature

Date

COMMENTS: