

WINNEBAGO COUNTY JOB DESCRIPTION

**BARGAINING
UNIT**

**STEP AND GRADE:
7**

**DATE LAST PRINTED:
April 1, 2005**

JOB TITLE: MAINTENANCE WORKER SENIOR

SUMMARY OF RESPONSIBILITIES:

Under general supervision, performs semi-skilled maintenance work in the general upkeep of the Winnebago County buildings and grounds.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs skilled maintenance and repair of equipment, electrical equipment and systems, plumbing systems, air conditioning systems, fixtures, carpentry, painting, and the building itself as assigned; works with an individual with advanced specialty skills when necessary for more complex issues on an as needed basis.
2. Performs preventative maintenance, as directed, and logs maintenance done.
3. Performs a variety of general maintenance activities to include but is not limited to the following: makes seasonal heating system conversions, electrical fixtures; repairs/replaces locks; general plumbing; operates fork truck, sweeper, tractor, snow blower, etc.
4. Performs custodial duties to buildings and grounds and acts as lead person as needed; and/or driving and receiving duties as assigned.
5. Make general maintenance inspections of equipment to assure that equipment is in working order.
6. Operates the forklift to unload trucks and transport material as necessary.
7. Assists in snow removal, per established guidelines.
8. Performs all other duties as assigned.

POSITION REQUIREMENTS:

Education/Abilities

- Requires high school diploma or equivalent education, with course work in shop, the trades, or a related field of study.
- Requires a valid Illinois drivers license.
- Requires ability to pass required physical examinations.
- Requires the ability to lift 75 lbs.
- Requires mechanical skill and the ability to learn and perform maintenance and repair.
- Requires basic computer skills in Microsoft Excel and Word. Learn Micromain 2000 and use a PDA for work orders.
- Requires the ability to obtain and maintain Certified Powered Industrial Truck Certification as required by OSHA compliance 29CFR 1910.178
- Demonstrates working knowledge of occupational hazards, precautionary, and safety measures.
- Demonstrates working knowledge and skill in the use of tools, methods, and standard practices of the trade and the ability to learn and perform maintenance and repair.
- Demonstrates ability to read, interpret, and work from oral and written instructions or specification.
- Demonstrates ability to climb to OSHA compliance top of 12' step ladder and work for extended time and climb and use an extension ladder safely.
- Requires basic knowledge of building construction, operational systems, and general maintenance.
- Requires good verbal and written communication skills.
- Requires good interpersonal skills affording the ability to establish and maintain satisfactory working relationships with fellow employees, and the general public.
- Requires the ability to operate a forklift and sweeper.

Experience

- Requires three years of experience in the building maintenance or general trades industry.



WINNEBAGO COUNTY

PHYSICAL ESSENTIAL FUNCTION DESCRIPTION

1. Position: Maintenance Worker Sr.
2. Department: Building Maintenance

ANALYSIS OF ESSENTIAL FUNCTIONS

PHYSICAL DEMANDS ANALYSIS

	Not at all (0%)	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
1. Employee's job requires:				
a. Sit	_____	_____X_____	_____	_____
b. Stand	_____	_____X_____	_____	_____
c. Walk	_____	_____	_____X_____	_____
d. Bend/Stoop	_____	_____X_____	_____	_____
e. Squat	_____	_____X_____	_____	_____
f. Crawl	_____	_____X_____	_____	_____
g. Climb Height <u>20 Ft</u>	_____	_____X_____	_____	_____
h. Reach above shoulder level	_____	_____X_____	_____	_____
i. Crouch	_____	_____X_____	_____	_____
j. Kneel	_____	_____X_____	_____	_____
k. Push/Pull	_____	_____X_____	_____	_____
l. Running	_____	_____X_____	_____	_____

	Not at all (0%)	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
2. Employee's job requires he/she carry and/or lift:				
a. Up to 10 lbs	_____	_____	_____	_____X_____
b. 11-24 lbs	_____	_____	_____	_____X_____
c. 25-34 lbs	_____	_____	_____	_____X_____
d. 35-50 lbs	_____	_____	_____	_____X_____
e. 51-74 lbs	_____	_____	_____X_____	_____
f. 75-100 lbs	_____	_____X_____	_____	_____

3. Job requires employee to operate foot controls

Right	Left	Both
Yes <u>X</u> No _____	Yes <u>X</u> No _____	Yes <u>X</u> No _____

4. Job requires employee to use hands for repetitive action such as:

- a. Right
- b. Left

Simple Grasping	Firm Grasping	Fine Manipulating
Yes <u>X</u> No _____	Yes <u>X</u> No _____	Yes <u>X</u> No _____
Yes <u>X</u> No _____	Yes <u>X</u> No _____	Yes <u>X</u> No _____

SENSORY/PERCEPTUAL

	Not at all (0%)	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
1. Hearing				
a. Conversation	_____	_____	_____	<u>X</u>
b. Other sounds	_____	_____	_____	<u>X</u>
2. Vision				
a. Far	_____	_____	_____	<u>X</u>
b. Near	_____	_____	_____	<u>X</u>
c. Color	_____	_____	_____	<u>X</u>
d. Depth	_____	_____	_____	<u>X</u>
3. Perception				
a. Spatial	_____	_____	_____	<u>X</u>
b. Form	_____	_____	_____	<u>X</u>
4. Feeling	_____	_____	_____	<u>X</u>
5. Reading	_____	_____	_____	<u>X</u>
6. Writing	_____	_____	_____	<u>X</u>
7. Speech	_____	_____	_____	<u>X</u>

WORK ENVIRONMENT

	Not at all (0%)	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
1. Inside Work	_____	_____	_____	<u>X</u>
2. Outside Work	_____	_____	_____	<u>X</u>
3. Hot/Cold	_____	_____	_____	<u>X</u>
4. Humid/Dry	_____	_____	_____	<u>X</u>
5. Dust	_____	_____	_____	<u>X</u>
6. Vapor Fumes	_____	_____	_____	<u>X</u>
7. Noise	_____	_____	_____	<u>X</u>
8. Moving Objects	_____	_____	_____	<u>X</u>
9. Hazardous Machines	_____	_____	_____	<u>X</u>
10. Hazardous Materials	_____	_____	_____	<u>X</u>
11. Electrical	_____	_____	_____	<u>X</u>
12. Sharp Tools, Etc.	_____	_____	_____	<u>X</u>
13. Radiant/Thermal Energy	_____	_____	_____	<u>X</u>
14. Slippery	_____	_____	_____	<u>X</u>

WORK ENVIRONMENT CONTINUED

	Not at all (0%)	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
15. Congested Work Site	_____	_____	_____	_____X_____
16. Traveling	_____	_____	_____X_____	_____
17. Work Alone	_____	_____	_____	_____X_____
18. Work Independent but in Group	_____	_____	_____	_____X_____
19. Deadline Pressures	_____	_____	_____	_____X_____
20. Interact with Public	_____	_____	_____	_____X_____
21. Operate Equipment/Machinery	_____	_____	_____	_____X_____
22. Personal Protective Equipment	_____	_____	_____	_____X_____
23. Vibrating Tools	_____	_____	_____	_____X_____

Human Resource Manager: _____

Date: _____

Department Head: _____

Date: _____

Comments:
