



CLASS SPECIFICATION

Class Title: Building Maintenance Worker I
Department: Sheriff
FLSA: Non-Exempt

Class Code: 1170
Grade: 14
Eff. Date: 01/01/1982
Revised: 08/16/2012

GENERAL PURPOSE

Under the general supervision from an administrative superior, performs a variety of skilled and semi-skilled duties in the maintenance of County facilities and grounds.

EXAMPLE OF DUTIES

Positions located in the Davis County Sheriff's Office work with and around inmates. Employees must use sensory perceptions of seeing, hearing, and smelling in order to be alert and aware of their surroundings at all times. Employees must be able to detect and discern emergency and/or threatening situations in the jail facility.

Performs carpentry work in remodeling and maintaining facilities; builds and installs cabinets, shelves, etc.; repairs furniture; paints facilities.

Performs electrical and plumbing maintenance and repair functions; installs and repairs faucets, toilets, water fountains, etc.; repairs light fixtures, switches and motors; assists in the maintenance and repair of the heating and air conditioning systems.

Performs a variety of other maintenance duties including laying carpet, finishing concrete, etc.

Performs custodial work as needed.

Maintains grounds; shovels snow; mows and waters lawn; trims shrubs; plants trees, shrubs, etc.

Maintains saws, drills and other equipment.

Instructs custodians and supervises inmate workers; monitors work to ensure completion.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation (or equivalent) plus two (2) years of full-time experience in building maintenance and repair, or related work that includes a combination of at least two of the following trade areas: carpentry, plumbing, HVAC, or electrical; an acceptable combination of education and experience may be considered.

Career Ladder: This position is part of a career ladder job series. An incumbent may be eligible

for career ladder advancement to Building Maintenance Worker II on his or her eligibility date after meeting the minimum requirements for the position and upon supervisor's recommendation and Administrative Officer concurrence.

DCSO: An employee must be in good standing with the Sheriff's Office, including no disciplinary actions greater than a coach and counsel within the last 12 months.

2. Special Qualifications:

Must pass a criminal history background investigation as required by the position. Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: carpentry; basic plumbing repair and electrical maintenance and repair techniques; heating and air conditioning systems; grounds maintenance.

Skill in operating a variety of hand and power tools and grounds maintenance power tools and equipment.

Ability to: perform general maintenance and repair duties including plumbing, HVAC, and minor electrical; diagnose defects in plumbing, HVAC, electrical, or other systems; use power and hand tools requiring a high degree of dexterity; read and work from blueprints or technical diagrams; ascend/descend ladders, stairs, ramps; use sensory perceptions of seeing, hearing, and smelling to be alert and aware of surroundings at all times, and to detect and discern emergency situations; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, employees, other agencies and the general public.

WORKING CONDITIONS

Lift, carry and otherwise move objects weighing up to 100 lbs.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***