



CLASS SPECIFICATION

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

Class Code: 1171
Grade: 17
Eff. Date: 02/25/1991
Revised: 03/19/2018

GENERAL PURPOSE

Under the general guidance and direction of an administrative authority, performs a variety of complex and 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.

Acts as a leadworker to Building Maintenance Worker I, custodian, and inmate workers; assigns work to staff; monitors work to assure completion.

Performs carpentry work in remodeling and maintaining facilities.

Maintains the operations of commercial electrical systems (may include security electronic systems, fire alarm system, closed circuit TV system, and emergency generator); reviews systems to determine proper operation and provides basic maintenance as necessary; reviews systems to determine proper operation and provides basic maintenance as necessary. Performs maintenance on the following: commercial heating and air conditioning systems, fire sprinkling system, fuel system, commercial boiler, water softeners, commercial plumbing and ground sprinkler systems. Performs electrical maintenance in a commercial environment and repair functions; repairs light fixtures, switches and motors.

Determines proper maintenance contractors to address major maintenance concerns; contacts contractor to schedule maintenance; reviews maintenance agreements or contracts.

Reads and interprets commercial blueprints, sketches, and schematic diagrams, job orders and various plans as necessary to perform assigned tasks.

Orders and maintains supplies, equipment, and inventory. Maintains equipment, saws, drills, and other equipment.

Responds to department requests for setting up rooms for functions (i.e., meetings, training, and other events), moving equipment and cleaning up after functions have adjourned.

Assists with snow removal, landscape maintenance, outdoor lighting, painting, carpentry, and custodial functions.

Operate in a safe manner the following motor vehicles and equipment: forklift, tractor, mule, skid loader, gravely power broom, hand tools (power and manual).

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation (or equivalent) plus four (4) years of full-time directly related experience in industrial or public facility maintenance; 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:

Positions located in the Davis County Sheriff's Office must pass a background investigation.

Obtain a forklift certification within six (6) months of hire date as required by the position.

Must pass a criminal history background investigation.

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: commercial steam and/or hot water boiler systems; cleaning methods, materials and equipment; commercial heating and cooling systems; carpentry, commercial plumbing and electrical maintenance and repair techniques; building support systems; grounds maintenance.

Skill in: the use of hand and power tools common to building and grounds maintenance; operating a forklift, tractor, mule, skid loader, and related vehicles and equipment as required by the position.

Ability to: oversee and inspect the work of others; interpret, read and work from sketches, diagrams and blueprints; prepare cost estimates of time and materials needed for maintenance and repair work; perform general maintenance and repair duties; use manual and power hand tools requiring a high degree of dexterity;; 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; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, other employees, other agencies and the general public.

WORKING CONDITIONS



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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.***