



# **BINGHAM COUNTY**

## **Is Recruiting for the Position of**

### ***BUILDING MAINTENANCE SPECIALIST***

***December 1, 2023***

***Salary: Starts at \$16.98 to \$20.26 – Hiring step DOQ/DOE***

***Fulltime, County Benefits Included***

***Closing Date: Open Until Filled***

Pay Grade: N13

FLSA Designation: Non-Exempt

#### **Purpose of Class/Primary Function**

The primary function of an employee in this class is to perform maintenance, repair, inspection, and service work on County buildings, including equipment, machinery, grounds, utilities and related systems. The work is performed under the direct supervision of the Maintenance Supervisor, with some latitude for the exercise of independent judgment and initiative. The principal duties of this class are performed in a public building environment, detention facilities, and outdoors and may include working on rooftops and in adverse weather conditions and hazards involving the use of power tools and equipment.

#### **Essential Duties and Responsibilities**

- Performs scheduled maintenance, repair, and installation work on electrical, heating, air conditioning, ventilation or plumbing systems;
- Performs maintenance, repair, and construction work on County buildings, including remodels;
- Troubleshoots, repairs and maintains electrical and plumbing systems;
- Performs painting and general maintenance and repair work at all County facilities;
- Performs grounds keeping tasks at County facilities, including sprinkler maintenance and repair, mowing, snow removal, etc.;
- Welds and fabricates metal structures and systems as needed (welding ability not required upon hire);
- Maintains and operates mechanical attributes of facilities;
- Oversees operation of janitorial maintenance at facilities;
- Monitors facility environmental systems such as HVAC, lighting and plumbing;
- Prepares required reports and maintains performance and maintenance records;
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs all work duties in accordance with County policies, procedures, and safety practices.

#### **Other Duties and Responsibilities**

- May be placed on rotational on-call after regular work hours to respond to emergency situations;

- Performs other related duties as required.

### **Competency Requirements**

Knowledge of:

- Building trade skills, including but not limited to, HVAC, plumbing and electrical systems;
- Welding and fabrication techniques and methods (preferred);
- Methods, materials, tools and standard practices regarding painting, plumbing, electrical, landscaping, and construction and repair related to interior and exterior building maintenance, repair, and remodeling;
- Applicable electrical, plumbing, and construction codes;
- Federal (OSHA) regulations and County policies regarding safe work practices relating to use of power tools, ladders and power lifts, and hazardous chemicals.

Ability to:

- Follow written and oral instructions;
- Operate power equipment, including but not limited to, drills, saws, rivet gun, grinder, mowers, snow removal, and related equipment;
- Operate hand tools;
- Fabricate structures using welding skills and operate a welder (not required upon initial hire);
- Operate a motor vehicle and other equipment including snow plows, trucks, manlifts, etc.;
- Communicate effectively with the public and other employees.
- Supervise, train, and evaluate employees;
- Maintain logs, records and other documentation of maintenance activities;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Establish and maintain working relationships with employees; the public; other County departments; civic, community, school, and public interest groups, vendors and contractors, and other interested and affected parties.
- Operate personal computer using standard office software

### **Acceptable Experience and Training**

- High School graduation or GED; and
- Three (3) years of facility maintenance experience is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties and responsibilities of the classification.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and to review, evaluate, and prepare a variety of written documents and materials and to visually inspect equipment and facilities;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate hand tools, a motor vehicle, light and heavy equipment, standard office equipment, including a personal computer, and make adjustments to equipment;
- Sufficient personal mobility, stamina, flexibility, and balance to perform maintenance and repair operations that require bending, stooping, kneeling, stretching, and other physical exertions in an outdoor environment, including extremes of heat and cold.
- Jobs in this class require, with or without reasonable accommodation, lifting or moving up to 50 pounds frequently and up to 75 pounds occasionally. The employee is regularly required

to stand; maneuver over rough or uneven ground; sit; stoop, kneel, or crouch. The employee is frequently required to use hands to operate manual and power tools and equipment; to handle or feel; to reach with hands and arms; and to climb or balance.

- Employees in class are required to drive a vehicle for travel to and from various County facilities and to be on-call as needed.

### **Benefits**

Bingham County offers a highly competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, holiday pay, as well as medical, dental, vision and life insurance. If you would like to view all of the benefits

Bingham County offers our full-time employees, please visit our website:

[www.binghamid.gov](http://www.binghamid.gov), then click on Human Resources and that will take you to our web page and on the right side you will see “Employee Benefits”, if you click on this you will be directed to our Benefits page

### **How to Apply**

A job description and the **Application** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 110 or you may find the application on our website: [www.binghamid.gov](http://www.binghamid.gov). When you have completed the **Application** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day. You may also fax the paperwork to (208) 782-2681 or email it to: [lpope@binghamid.gov](mailto:lpope@binghamid.gov) by the closing date and time.

The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and Human Resources will notarize this page for you.

### **Items that must be attached to the Application**

Valid Idaho Driver’s License
------------------------------

***If your application is not complete or doesn’t have the required documentation, you will not be considered for this job posting.***