

Full Job Description

JASPER COUNTY, MISSOURI

EMPLOYMENT OPPORTUNITY

Position: Facilities Maintenance Jasper County

Position Status: Regular, Full-Time

Starting Salary: Up to **\$21.63 an hour**

Definition of Work:

The role of the Facilities Maintenance is to ensure the Jasper County Buildings are operating as they should daily by completing daily inspections and conducting proactive and reactive maintenance. This individual would execute maintenance policy and procedures that ensure the optimal functioning of buildings, grounds and associated equipment. The position will manage all building systems including mechanical, electrical, plumbing, HVAC, and waste management. Facilities Maintenance would source and oversee contracts and service providers for functions such as cleaning, ground maintenance, HVAC maintenance, and associated work to maintain the facility.

Examples of Work Performed

These examples do not cover all the work which may be performed as part of this position.

- Manages and monitors building and plant maintenance operations and repairs
- Oversees the administration of multiple contracts for the operation and maintenance of buildings.
- Monitors and inspects buildings and premises for fire, security, and safety issues, monitors plans for compliance with codes and state regulations.
- Monitors and/or audits energy use and conservation in facilities; develops and initiates changes to improve operations and reduce energy consumption.
- Participates in the development of budget requests and the monitoring of expenditures according to budget allocations/appropriations; recommends and/or initiates cost saving measures.
- Performs routine preventive maintenance and monitoring activities on equipment such as air handlers, refrigeration and air conditioning units, high- and low-pressure steam systems, and heating, ventilation, and air conditioning (HVAC) systems; records meter

and gauge readings; cleans coils and oils motors; and replaces belts, filters, switches, gauges, and motors.

- Performs routine maintenance plumbing work such as unstopping toilets and drains; replacing faucets, valves, and washers; and repairing water line leaks.
- Performs routine maintenance electrical work such as replacing light bulbs, outlets, and switches, and limited repairs of electrical motors, generators, and communication equipment.
- Mows and rakes grass; maintains landscaping; clears weeds and brush; clears walkways of snow and ice.

Required Knowledge, Skills and Abilities

- Knowledge of building management methods, principles, and practices.
- Knowledge of crafts and trades used in operating and maintaining buildings.
- Ability to establish and maintain effective working relationships with department officials, county leadership, contractors, and public
- Ability to manage change, provide program management, and achieve results.
- Knowledge of the standard tools and practices of the various trades such as mechanical, electrical, plumbing, painting, carpentry, and plastering.
- Knowledge of the occupational hazards and safety precautions of the mechanical and building trades.
- Ability to perform semi-skilled work in a variety of mechanical and building trades.
- Ability to interpret and work from sketches, blueprints, plans, penciled layouts, and drawings.
- Ability to understand and follow instructions.
- Ability to operate a motor vehicle and/or motorized equipment as necessary in the performance of assignments.
- Ability to work outdoors under varying weather conditions as necessary in the performance of assignments.

Physical Demands, Requirements, and Working Conditions

This position works predominantly indoor but often performs work in an outdoor environment. Sitting and standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment, as well as operate a variety of hand tools and equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information in the office environment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier with the proper use of equipment including step ladders. Must possess the ability to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work in confined spaces; operate a variety of hand and power tools and equipment. Employees working indoors are exposed with moderate noise levels, extreme temperature conditions, and no direct exposure to hazardous physical substances. When working outdoors, employees may be exposed to loud noise levels, cramped spaces and conditions, and mechanical hazards associated with equipment and other hazards due to working around the public.

Requires successful post-offer completion of a physical exam as a condition of employment with the County of Jasper. Must be 18 years of age at time of employment.

Required Minimum Education and Experience

The following statement represents the minimum education and experience which will be used to determine qualifications of applicants.

Semi-skilled experience in general maintenance work (not landscaping/grounds keeping work or custodial/cleaning work); and possession of a high school diploma or proof of high school equivalency.

How to Apply:

No phone calls. Interested applicants should send a resume and letter of interest to:

James J. Clemens
Facility Manager
Jasper County Maintenance
Jasper County Courts Building
633 S. Pearl Street
Joplin, Missouri 64801

jclemens@jaspercountymo.gov

Closing Date: Position open until filled

Jasper County is an equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Jasper County will provide reasonable accommodations to qualified individuals with disabilities.

Job Type: Full-time

Pay: Up to \$45,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Retirement plan
- Vision insurance

Schedule:

- 8-hour shift
- Day shift

Experience:

- Maintenance: 1 year (Preferred)

License/Certification:

- Driver's License (Preferred)

Work Location: multiple locations