

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: FACILITIES MAINTENANCE ASSISTANT
CLASS CODE: 8002

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 09/15/2014
DEPARTMENT: PUBLIC WORKS

JOB SUMMARY

Under the general direction of the Maintenance Supervisor, coordinates the facility maintenance documentation required by U.S. Immigration and Customs Enforcement for the Utah County Security Center, and performs skilled and semi-skilled tasks in custodial care and maintenance activities of County facilities.

ESSENTIAL FUNCTIONS

Organizes and maintains all facility maintenance documentation necessary for compliance with U.S. Immigration and Customs Enforcement (ICE) requirements for the Utah County Security Center (jail).

Organizes, inventories, and monitors the status of tools and equipment used within and around the jail to ensure compliance with ICE requirements.

Orders, inventories, and monitors the status of materials and supplies for janitorial services and maintenance activities.

Performs monthly safety inspections around the jail, checking exit signs, fire risers, egress routes, etc.

Compiles, files, and organizes maintenance-related MSDS sheets throughout the jail.

Assists with general building maintenance activities. Coordinates assignments with other maintenance personnel.

Performs cleaning, care, and maintenance of floor surfaces. Cleans restrooms, windows, walls, offices, furniture, and other building areas as needed.

Transports equipment and materials between job sites.

Mixes cleaning and disinfecting chemicals for use in custodial activities.

Cleans up body fluid and bio-hazard spills.

Unlocks rooms and prepares facilities for scheduled meetings and events including set up and take down of tables, chairs, and equipment. Inspects facilities for cleanliness and damage after events have concluded.

Directs the use of County-supplied cleaning items and equipment.

Assists in clean up of areas under repair.

Responds to emergency situations on an on-call basis when assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of standard office and record keeping practices and skill in operating standard office equipment.

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- Skill in proper grammar, spelling, and punctuation, and in reading, writing, and basic math. Skill in data entry, word processing, and basic spreadsheets.
- Knowledge of custodial and facility maintenance principles, practices, and safety procedures.
- Knowledge of body fluid and bio-hazard cleanup procedures.
- Ability to maintain cooperative working relationships with those contacted during the course of work activities.
- Ability to communicate effectively verbally and in writing, and understand and follow written and oral instructions.

PHYSICAL DEMANDS

Typically: walks, stands, bends or stoops, uses arms to reach and fingers/hands to grasp or manipulate objects; works for sustained periods of time maintaining concentrated attention to detail.

Regularly: sits at a desk; drives a motor vehicle; lifts or otherwise moves objects weighing up to 30 pounds.

Occasionally: lifts or otherwise moves objects weighing up to 80 pounds; ascends or descends ladders, scaffolding, ramps, poles, and the like.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is generally performed at the Utah County Security Center which is a partially environmentally controlled facility that houses inmates. Work requires the use of protective devices such as masks, goggles, or gloves, and may require a respirator, rubber boots, and full body suit for biohazard cleanup. Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, poor ventilation, and noise. Work exposes the incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Work exposes the incumbent to hazardous chemicals, and to hazards in the cleanup of body fluids and other biological hazards. Work may expose the incumbent to potentially hostile situations from unpredictable inmate behavior. Work may require a varying schedule to accommodate department and event schedules.

EDUCATION AND EXPERIENCE REQUIREMENTS

High school diploma or equivalent and two (2) years of custodial or facility maintenance work experience in an industrial or public sector setting. Verification of skills in data entry, word processing, and basic spreadsheets may be required.

SPECIAL REQUIREMENTS

- Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
- Selected applicants may be required to successfully complete training in the cleanup of bio-hazards during the probationary period for new hires or during the trial period for promoted County employees.
- Selected applicants are subject to a background check.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.