



**GRAND TRAVERSE COUNTY, MI**  
**BUILDING MAINTENANCE WORKER III JOB DESCRIPTION**

<b>Title:</b>	<b>Building Maintenance Worker III</b>
<b>GENERAL SUMMARY</b> <p>Primary function of the job is to coordinate and participate in the installation, maintenance and repair of numerous complex mechanical, electrical and pneumatic equipment. Employees are also responsible for monitoring budgets for facilities equipment and ordering replacement equipment. Employees in this job have no formal supervisory role, however, may train, guide, or lead employees in the designated work unit. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.</p> <p>Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.</p> <p>Overtime may be required to complete the task within a specific time frame or in an emergency situation. This position may also require travel by the employee in the employee's own vehicle.</p>	
<b>PRIMARY DUTIES AND RESPONSIBILITIES</b> (may include but are not limited to the following) <ul style="list-style-type: none"><li>• Performs advanced level work in one or more of the following skilled trades: electrical, plumbing, heating and air conditioning, carpentry (including painting), electronic equipment repair or related trades</li><li>• Oversees the work of designated maintenance staff, including training, assigning work, scheduling, and providing input on appropriate performance standards in accordance with County objectives.</li><li>• Develops and carries out preventative maintenance schedules and coordinates maintenance of buildings, facilities and equipment.</li><li>• Assists departments with remodeling work, including evaluating space, planning furniture placement, estimates material and labor costs, and assigning staff.</li><li>• Monitors area budget activity, and identifies and reports potential financial overruns and variances at an early stage.</li><li>• Maintains records, logs, and related items associated with daily activities including pending and completed work orders, and employee key access.</li><li>• Monitors and maintains appropriate levels of supplies and materials in support of unit operations and activities.</li><li>• Performs routine inspections of buildings, facilities, furnishings, and equipment to identify potential safety hazards and areas in need of maintenance or repair.</li><li>• Performs emergency repairs as required, exercising discretion as to the nature of the emergency.</li><li>• May perform other maintenance staff functions as requested.</li><li>• Complies with duties listed in Maintenance Worker levels I and II.</li></ul>	
<b>EDUCATION, FORMAL TRAINING, AND EXPERIENCE</b> (minimum requirements) <ul style="list-style-type: none"><li>• Graduation from high school or trade school or G.E.D.</li><li>• Two to four years of related experience in trade field</li><li>• Directly related education may substitute for required trade experience if there is demonstrated ability, skill and knowledge to perform the work.</li></ul>	



## GRAND TRAVERSE COUNTY, MI BUILDING MAINTENANCE WORKER III JOB DESCRIPTION

### **CERTIFICATIONS, LICENSES** (minimum requirements)

- Possession and maintenance of necessary Master licenses for trade
- Requires a valid Michigan Chauffeur driver's license and in some instances personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

### **CONDITIONS OF EMPLOYMENT** (minimum qualifications - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background LEIN check will be required initially with periodic review for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

- Will be required to serve in an "on-call/ call-in" capacity
- Must be computer literate

### **DISTINGUISHING CHARACTERISTICS**

Work involves gathering and analyzing information to determine the best course of action, based on general guidelines or rules of operations requiring the use of judgment to choose alternatives, many of which may be correct, but one is better than another depending on the situation. Errors at this level could cause serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction and could impact others outside of a department and may require the intervention of an agency head to resolve.

Compared to the Building Maintenance Worker II classification, job requires master license within area of specialty in order to perform more complex maintenance tasks independently and lead / oversee the work of other facilities maintenance staff.

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to extreme heat or cold, working in close quarters, working in high or precarious places, moving mechanical parts, risk of electrical shock, vibration, fumes or airborne particles, infectious diseases, and criminal suspects or prison inmates.
- May occasionally be required to lift/move up to 100 pounds.
- Will be required to use appropriate personal protective equipment according to current safety standards and practices.
- May be required to purchase appropriate footwear to be in compliance with current safety standards.



## GRAND TRAVERSE COUNTY, MI BUILDING MAINTENANCE WORKER III JOB DESCRIPTION

### **KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Basic knowledge of English grammar, spelling, and punctuation
- Knowledge of generally accepted accounting and bookkeeping principles
- Advanced knowledge within one or more skilled trades, including electrical, plumbing, heating and air conditioning, locksmithing, carpentry, electronic equipment repair or related trades
- Skill in the use of tools and equipment necessary to perform the job
- Skill in general architectural or mechanical design and layout
- Must be in good physical health necessary to perform the manual labor tasks
- Knowledge of occupational hazards, safety code regulations and the safe use of tools, equipment and materials needed to perform tasks
- Interpersonal skills necessary to work courteously and effectively with other employees and the public
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Ability to act quickly in emergencies
- Ability to read and interpret plans, diagrams, drawings, prints, schematics, etc.
- Ability to use arithmetic computations to measure, calculate quantities and costs, etc.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to consistently demonstrate sound ethics and judgment
- Ability to apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to use County resources effectively and efficiently