

## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Building and Grounds Maintenance
<b>DEPARTMENT:</b>	Boise County Community Justice
<b>LOCATION:</b>	404 Montgomery Street, Idaho City, Idaho 83631
<b>STATUS:</b>	Full-time (40 hours) with benefits
<b>REPORTS:</b>	Position reports to the Community Justice Director

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### **BASIC FUNCTIONS:**

Performs general cleaning and minor maintenance duties in maintaining all county owned buildings, including snow removal around all buildings and maintaining grounds of all county property.

### **ESSENTIAL FUNCTIONS:**

- **Travel between county properties to inspect buildings, equipment and grounds for routine maintenance; prioritize repairs and renovations.**
- **Perform routine and as-needed cleaning tasks** (e.g. cleaning up spills; collecting and disposing of trash; sweeping, mopping and vacuuming floors; cleaning windows and mirrors; dusting and disinfecting surfaces; cleaning and restocking restrooms).
- **Perform general maintenance tasks** (e.g. replacing locks; changing interior and exterior lightbulbs; hanging objects; repairing, patching, painting; moving equipment, furniture and boxes; and completing errands as needed).
- **Perform grounds maintenance tasks** (e.g. mowing lawns, trimming trees and shrubbery, planting flowers, removing weeds; cleaning boardwalks and outdoor furniture; emptying exterior trash and ash cans).
- **Monitor building security and safety** (e.g. locking doors after operating hours, checking electrical appliance use to ensure that hazards are not created).
- **Maintain building inventories as directed** (e.g. monitoring inventory; reordering supplies; loading, unloading, sorting and organizing supplies and property).
- **Perform snow removal in the winter months, including all public pathways by 8:00am, and spread ice melt where needed.**
- **Routinely inspect premises and equipment, check functionality of safety systems and schedule or conduct maintenance** (e.g. update maintenance log sheets; replacing filters in air/heating/cooling systems; testing smoke alarms and replacing batteries; verifying regular maintenance by vendors such as for fire alarms and extinguishers or pest control; inspecting generators to ensure ease of accessibility, properly maintained, and appropriate fuel level; and testing sump pumps periodically).
- **Communicate and collaborate with department heads and elected officials regarding destruction of records, tasks that require outside vendors and projects outside of routine assignments.**
- **Communicate and collaborate with the Community Service Coordinator for projects involving community service workers** (e.g. develop projects, prepare for project completion, and supervise community service workers).

**REQUIRED ABILITIES:**

- Maintain prompt and regular attendance.
- Pass a background check which includes reference, driving and criminal history checks.
- Is subject to random drug testing.
- Perform all job duties and makes sound and reasonable decisions in accordance with laws, ordinances, rules and regulations and policies and procedures.
- Work independently without a high degree of supervision, ability to stay on task with frequent interruptions or distractions, adjust priorities quickly as circumstances change, and perform a wide variety of duties and responsibilities with accuracy and in a timely manner.
- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect equipment and buildings to recognize hazards.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate office equipment, garden, hand and power tools.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to:
  - A. Move objects weighing up to 50 pounds;
  - B. Work in an office setting;
  - C. Work in an outdoor setting on uneven or rough terrain;
  - D. Occasionally ascend or descend a ladder;
  - E. Constantly move and use limbs;
  - F. Constantly operates office, garden, hand and power tools; and
  - G. Drive a county vehicle to various sites.

**WORK ENVIRONMENT:** Some work will be in an office environment, but considerable time will be spent performing daily job duties outdoors in weather conditions that can range from extreme cold to extreme heat. Considerable travel may be required in the course of performing daily job duties. Incumbents will drive a vehicle as part of this position. Incumbents may be required to wear a uniform.

**NOTE AND DISCLAIMER:** The above statements are intended to describe the general nature of the job and is not an exhaustive list of all responsibilities, duties, and abilities required of the incumbent. The hiring pay range may be appropriately adjusted based upon employment experience.