

JOB DESCRIPTION

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| JOB TITLE: | Snow Removal/Building and Grounds Maintenance |
| DEPARTMENT: | Boise County Community Justice |
| LOCATION: | 420 Main Street, Idaho City, Idaho 83631 |
| STATUS: | Part-time (20 hours) with no benefits |
| REPORTS: | Position reports to Community Justice Administrator |

BASIC FUNCTIONS:

Performs minor maintenance duties in maintaining county owned buildings and grounds and snow removal in the winter months, including public pathways by 8:00am.

ESSENTIAL FUNCTIONS:

- **Travel between county properties to inspect buildings, equipment and grounds for routine maintenance; prioritize repairs and renovations.**
- **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).
- **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).
- **Perform snow removal in the winter months, including all public pathways by 8:00am, and spread ice melt where needed (e.g. shovel by hand, use snow blower or other equipment to remove snow from parking lots and public pathways; spread salt or sand on walkways by hand as needed; fill and operate pick-up truck with salt spreader to sand parking lots; monitor weather conditions and prepare accordingly; keep snow removal equipment clean and in good working order; report equipment repairs and potential safety hazards to supervisor; refill buckets with sand and salt; and reorder equipment and supplies as needed).**

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 be extremely cold. Local travel is 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.