



McKENZIE COUNTY

CLASS SPECIFICATION TITLE: Building & Grounds Technician II

BAND	GRADE	SUBGRADE	FLSA STATUS
B	2	5	Non-Exempt
CLASS SUMMARY: This class performs a variety of routine and more complex building and maintenance tasks involving carpentry, plumbing, electrical, custodial, and other skills. Performs snow removal, grounds maintenance, and both emergency and non-emergency repairs.			

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY	BAND/ GRADE
1.	Maintain all McKenzie County buildings through regular repair and maintenance activities involving electrical and plumbing fixtures, carpentry, and painting. In addition, maintains and repairs heating and air handling units. Checks and calibrates thermostats and maintains lighting.	Daily 40%	B2
2.	Construct, rebuild, and repair equipment including various wood and metal structures, equipment, and furniture; prepares surfaces for painting and varnishing and applies covering as required.	Daily 20%	B2
3.	Performs general ground maintenance activities, including mowing lawns, landscaping, brush removal, leaf removal, installing sod and shrubs, pruning trees, and seeding grass. Removes snow and ice removal at County facilities, including entranceways, sidewalks, parking lots, and other areas.	Weekly 15%	A1
4.	Coordinate with Facility Manager in maintaining the efficiency and good working conditions of the buildings.	Daily 10%	A1
5.	Repair and replace plumbing fixtures including sinks, toilets, and pipes; clear obstructions from lines.	Monthly 10%	B2
6.	Operate, maintain, and repair a variety of mechanical tools and equipment such as power saws, power sanders, drills, air compressors, paint sprayers, sewer augers, and various hand tools required for carpentry, plumbing, and maintenance work	Daily 5%	B2
7.	Performs other duties of a similar nature or level.	As Required	N/B

TRAINING AND EXPERIENCE: (positions in this class typically require):
 High School Diploma or equivalent with at least six (6) years of experience in building maintenance, construction; or, any equivalent combination of education and experience to successfully perform the essential duties of the job as listed above.

LICENSING REQUIREMENTS: (positions in this class typically require):

- Valid ND Driver's License



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KNOWLEDGE (position requirements at entry):

Knowledge of:

- Policies, procedures, and codes related to Building maintenance and repair
- Basic engineering and construction principles and methods
- Must be detailed oriented with the ability to multi-task
- The ability to analyze and trouble shoot
- Experience with a variety of plumbing systems, electrical systems, mechanical equipment, and controls.
- Extensive knowledge of computers, computer programs, scanning equipment and various office machines.

SKILLS (position requirements at entry):

Skill in:

- Ability to work safely at all times
- Ability to understand and follow oral and written instructions
- Assessing current conditions of electrical, heating/air condition, plumbing, security, and other essential facilities and equipment
- Ability to read instructions and blueprints
- Coordinating with outside contractors

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, lifting, grasping, talking, hearing, seeing, and repetitive motions.

Moderate Work: Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Moderate work involves moving most of the time. Jobs are moderate if walking and standing are required frequently and all other moderate criteria are met.

Incumbents may be subject to travel.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.