

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2021-107**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resource and Community Support Committee, to approve revisions to the following job description within the Buildings and Grounds Department:

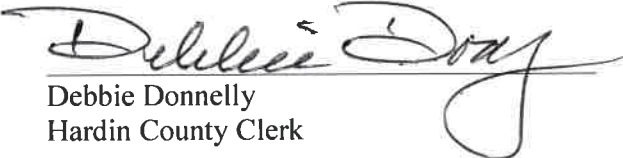
1. Facilities and Grounds Coordinator

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 22 June 2021.



Harry L. Berry
Hardin County Judge/Executive

ATTEST:



Debbie Donnelly
Hardin County Clerk

Hardin County Government

Job Description

Non-Hazardous

Facilities and Grounds Coordinator

Pay Grade 10

STATUS	
Date: June 22, 2021	Department: Buildings and Grounds
FLSA Status: Non-Exempt	Reporting Authority: Senior Maintenance Technician
Supervisory Responsibility: None	

Job Summary

The purpose of this position is to perform maintenance duties in the maintenance and cleanliness of County work areas and oversee custodial duties as required. This position will also assist the reporting authority in performance of maintenance, construction, and demolition duties at any and all County facilities, possibly working in/around inmates on a daily basis. Work is performed under general supervision and specific instructions are given for unusual jobs. The Buildings and Grounds Supervisor or designee will evaluate all assignments during progress and upon completion as necessary.

Major Essential Duties

- Performs preventive maintenance to machinery, equipment and system to ensure proper working order
- Performs routine carpentry, plumbing, electrical work and HVAC repair as directed by the reporting authority
- Performs structural repair, alteration, or other improvement work
- Dusts, vacuums, or mops floors in emergency situations
- Oversees and coordinates mowing services for County owned property
- Oversees and coordinates janitorial services for County facilities
- Performs routine maintenance on county buildings, equipment and adjacent areas such as: minor repairs, replacing light bulbs, moving and arranging furniture, mowing, trimming, cleaning walk areas, checking and setting thermostat controls, painting or providing general security

Minor Essential Duties

- Performs preventative maintenance on buildings and grounds equipment
- Work overtime when necessary
- General Laborer

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Experience in performing delegated unsupervised work is preferred
- Experience using power hand tools, used in maintenance and/or construction

Language Skills

- Ability to communicate effectively in English both orally and in writing
- Ability to read, analyze and interpret policies, procedures, equipment manuals, and safety documents
- Ability to write occasional reports

Mathematical Skills

- Ability to add, subtract, multiple and divide in all units of measure

Reasoning Ability

- Interprets some technical and instructional material
- Solves practical problems
- Makes decisions which serve the County's best interest and follow the missions and objectives of the department

Certificates, Licenses, Registrations

- Must possess a valid Kentucky driver's license

Other Knowledge and/or Skills

- Operate standard janitorial machines
- Display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Proper use and care of hand tools
- Display an understanding of the occupational hazards and proper safety precautions involved in the operation of equipment
- Possess physical strength and agility sufficient to do laboring tasks under varying work conditions
- Perform duties in locations with instance of dust and dirt

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3 of regular work day)

- Stand or walk
- Talk or hear
- Lift and/or move up to 50 pounds
- Reach with hands and arms

Occasionally (under 1/3 of regular work day)

- Use hands to handle papers, tools, etc.
- Operate a vehicle

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus within the requirements of a driver’s license

Work Environment

The work environments described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

The noise level is usually moderate

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county’s best interests
- Must adhere to the applicable provisions of the department rules and regulations, the Personnel Policies and Procedures Handbook, Hardin County Administrative Code, Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must have personal integrity and remain free of felony convictions

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: June 22, 2021
Status Box Change:


Harry L. Berry

Hardin County Judge/Executive

Grounds and Facilities Coordinator

June 22, 2021

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