

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2021-140**

**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 descriptions within the Building and Grounds Department:

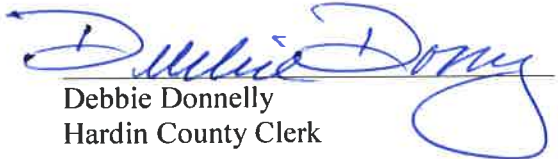
1. Senior Maintenance Technician

**APPROVED**, by the Hardin County Fiscal Court in its regular meeting on 27 July 2021.



Harry L. Berry  
Hardin County Judge/Executive

ATTEST:



Debbie Donnelly  
Hardin County Clerk

# Hardin County Government

## Job Description

*Non-Hazardous*

**Senior Maintenance Technician**

**Pay Grade 14**

STATUS	
<b>Date:</b> July 27, 2021	<b>Department:</b> Buildings and Grounds
<b>FLSA Status:</b> Non-Exempt	<b>Reporting Authority:</b> Buildings and Grounds Supervisor
<b>Supervisory Responsibility:</b> Facilities and Grounds Coordinator	

### **Job Summary**

The purpose of this position is to perform maintenance duties at all County facilities, possibly working in/around inmates on a daily basis and other duties as required. Work is performed under general supervision and specific instructions are given for unusual jobs. This position will evaluate all assignments during progress and upon completion as necessary.

### **Major Essential Duties**

- Performs preventive maintenance and makes repairs to heating, ventilating, and air conditioning equipment according to instruction such as replacing belts on motors, changing filters, bearings, etc.
- Maintains and make routine repairs to electrically powered equipment and appliances according to instruction from reporting authority and equipment service manuals
- Applies carpentry techniques and uses carpentry tools to construct, alter, repair, and/or install walls, stairs, floors, ceiling, windows, door, roofs, gutters, manual/electronic locks, etc.
- Performs structural repair, alternations or improvement work such as preparing surfaces for plaster or cement work; studding, wiring, and plastering walls. Install glass in doors and windows
- Maintains machinery, equipment, and tools by cleaning, lubricating, greasing, and oiling to ensure optimum working order
- Applies paint, varnish, and stain to all types of surfaces in order to protect and beautify surfacing using appropriate tools and equipment
- Perform routine plumbing repairs and installation

### **Minor Essential Duties**

- Routine maintenance on all county facilities, equipment, and adjacent areas such as: minor repairs, bulb replacements, minor building projects, and assist with furniture assembly

### **Qualifications**

#### ***Education and/or Experience***

- Graduate of an accredited high school or equivalent
- Must possess one (1) year of general building repair and maintenance; or the equivalent combination of education and experience
- Plumbing experience required

#### ***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, multiply and divide in all units of measure using whole numbers, common fractions, and decimals
- Ability to compute ratio and percent, and to draw and interpret graphs

#### ***Reasoning Ability***

- Defines problems, collect data, establish facts, and draw a valid conclusion
- Interprets a variety of technical and instructional information
- 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
- Universal EPA Certification required at the time of employment
- HVAC Certification required; or must obtain within one (1) year of employment
- Electrical Certification required; or must obtain within one (1) year of employment

#### ***Other Knowledge and/or Skills***

- Operation of standard power tools are required by trade
- Maintenance and repair of machinery and mechanical equipment, and ability to detect flaws and defects in operation

### **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)**

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

**Occasionally (under 1/3)**

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

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 to high

**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, the Hardin County Administrative Code, the 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 no felony convictions
- Must be able to perform job duties without supervision
- Must be 21 years of age and a resident of Hardin County, Kentucky

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: July 27, 2021  
Status Box Change:

  
Harry L. Berry  
Hardin County Judge/Executive