

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2023-104**

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

1. Buildings and Grounds Supervisor
2. Senior Maintenance Technician
3. Custodian

APPROVED, by the Hardin County Fiscal Court in its regular meeting on 23 May 2023.



Keith L. Taul
Hardin County Judge/Executive

ATTEST:



Brian D. Smith
Hardin County Clerk

Hardin County Government

Job Description

Non- Hazardous

Buildings and Grounds Supervisor

Pay Grade 18

STATUS	
Date: May 23, 2023	Department: Buildings and Grounds
FLSA Status: Exempt	Reporting Authority: Deputy Judge/Executive – County Operation Officer
Supervisory Responsibility: Senior Maintenance Technician	

Job Summary

The purpose of this position is to manage the operations of maintenance, janitorial, and construction activities for county government facilities. This includes coordinating the department activities with other agencies, assuming the responsibility for the day-to-day activities of the department, and performing related duties as assigned by the Judge/Executive or his/her designee.

Major Essential Duties

- Coordinate, maintains, and performs building and infrastructure repairs, replacements, preventive maintenance, and construction with county departments which occupy the affected buildings
- Plans and directs the operations of the department
- 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
- Inspects work as to methods employed, quality of work, and progress of work
- Advises the Judge/Executive and Department Heads about building and grounds related issues

- Prepares annual budget for department
- Recommends contractors to perform work beyond the scope of departmental employees
- Approves work performed by contractors

Minor Essential Duties

- Maintains inventory of supplies and tools to ensure proper operation of the department
- Records and processes employee time sheets on a bi-weekly basis
- Processes and approves invoices received, including proper account numbers, for payment in a timely fashion

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Five years' experience in supervising maintenance of building and grounds
- Five years' experience in working with building and grounds contractors, architects, and engineers
- Five years' experience in developing budgets and controlling budget expenditures

Language Skills

- Ability to read, analyze and interpret policies, procedures, and professional publications
- Ability to make presentations on complex topics to employees, business committee members, elected officials or other members of governmental organizations
- Ability to display strong oral, written, and listening skills

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers and decimals
- Ability to compute ratio and percent and to draw and interpret graphs

Reasoning Ability

- Solves practical problems while dealing with several abstract and concrete variables
- Interprets an extensive variety of complex, technical and instructional information
- Makes decisions which are in the best interest of the County and impacts the areas over which authority is exerted

Certificates, Licenses, Registrations

- Must possess a valid Kentucky Driver's License
- Must possess a Kentucky Masters Electrical Certification
- Must possess an Universal EPA Certification at the time of employment; or
- HVAC Certification

Other Knowledge and/or Skills

- Must possess the ability to negotiate with suppliers and contractors
- Must possess the ability to assess major building and grounds problems and determine methods to correct the problem(s)
- Must display mature judgment, courtesy and tact in dealing with the public, elected officials, and government employees
- Must display an understanding of the occupational hazards and safety precautions involved in completion of building and grounds projects

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
Reach with hands and arms

Occasionally (under 1/3 of regular work day)

Use hands to type, handle papers, tools etc.
Operate a vehicle
Lift and/or move up to 25 pounds

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus

Work Environment

The work environment characteristics 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 Policy Manual, 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 remain free of felony convictions
- Must be at least 21 years of age and a citizen of Hardin County

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: May 23, 2023
Status Box Change:



Keith L. Taul
Hardin County Judge/Executive

Hardin County Government

Job Description

Non-Hazardous

Senior Maintenance Technician

Pay Grade 14

STATUS	
Date: May 23, 2023	Department: Buildings and Grounds
FLSA Status: Non-Exempt	Reporting Authority: Buildings and Grounds Supervisor
Supervisory Responsibility: Custodians	

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
- Oversees and coordinates mowing services for County owned property

Minor Essential Duties

- Routine maintenance on all county facilities, equipment, and adjacent areas such as: minor repairs, bulb replacements, minor building projects, assist with furniture assembly, mowing, trimming, and cleaning sidewalk areas during inclement weather
- Dusts, vacuums, or mops floors in emergency situations
- Performs preventative maintenance on buildings and grounds equipment

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; or
- 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
- 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)

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: May 23, 2023
Status Box Change:



Keith L. Taul
Hardin County Judge/Executive

Hardin County Government

Job Description

Non-Hazardous

Custodian

Pay Grade 5

STATUS	
Date: May 23, 2023	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 janitorial and custodial duties in the maintenance and cleanliness of County work areas and other duties as required. Work is performed under general supervision and specific instructions are given for unusual jobs. The reporting authority will evaluate all assignments during progress and upon completion as necessary.

Major Essential Duties

- Dust, vacuum, or mop floors
- Wash, wipe, or dust furniture, windows, and related equipment in work areas
- Clean and maintain rest room areas
- Maintain janitorial equipment, supplies, and storage areas
- Perform 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

- Strip, buff, or wax floors

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Some experience in performing delegated unsupervised work is desired, but not 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, 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.

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