

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2024-033**

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:

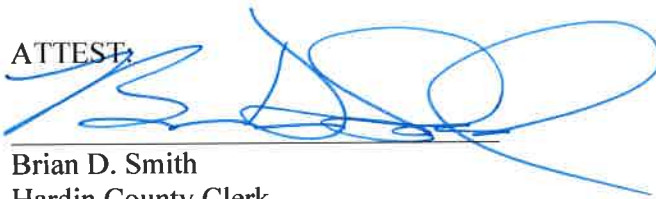
1. Senior Maintenance Technician

APPROVED, by the Hardin County Fiscal Court in its regular meeting on 27 February 2024.



Keith L. Taul
Hardin County Judge/Executive

ATTEST:



Brian D. Smith
Hardin County Clerk

Hardin County Government

Job Description

Non-Hazardous

Senior Maintenance Technician

Pay Grade 16

STATUS	
Date: February 27, 2024	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
- Updates and maintains IWORQ software tasks to be completed within required timeframes
- Maintains inventory of supplies and material to ensure sufficient stock is on hand
- Oversees and coordinates mowing services for County owned property

- Oversees and coordinates snow removal for County owned property
- Makes decisions as required in the absence of the reporting authority
- Support and assist the reporting authority in preparation of departmental plans, goals, and objectives
- Responds, when directed, to County government properties in the event of inclement weather, emergencies, or system malfunctions

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
- Dusts, vacuums, or mops floors in emergency situations
- Attends and participates in meetings and other events related to buildings and grounds as necessary
- 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 within one (1) year of employment.
- HVAC Certification or 3 years equivalent experience required

- Electrical Certification or 3 years equivalent experience required

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 and possibly strenuous conditions

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

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: February 27, 2024
Status Box Change:



Keith L. Taul
Hardin County Judge/Executive