

SHIA WASSEE COUNTY ROAD COMMISSION
JOB DESCRIPTION

TITLE: FACILITY MAINTENANCE OPERATOR

FLSA: Non-exempt

GENERAL SUMMARY:

Under the direction of the Garage Supervisor, Superintendent / Trunkline Foreman or Managing Director, performs maintenance duties for the buildings and grounds of the Road Commission.

ESSENTIAL FUNCTIONS:

1. Empty waste baskets in repair garage, truck storage area, sign shop, restrooms and employee break areas as needed.
2. Keep the truck storage area, the employee break room, locker room, including the rest room facilities and showers in clean condition.
3. Keep the sign shop, mechanical garage, parts room, mechanical supervisor's office, mechanics equipment manual room and rest room in clean condition.
4. Wax the restroom areas and employee break rooms every six months or as needed.
5. Sweeps main garage floor, sign shop floor and employee lunchroom floor as needed and wash down/scrub the main garage floor and mechanical garage floor at least once a week.
6. Mops restrooms as needed.
7. Wash windows and walls as needed.
8. Checks oil storage barrel weekly and advises the shop supervisor of their status.
9. Must clean and maintain all floor drains in the repair garage, truck storage area, and wash bay.
10. Shovels snow/ice from sidewalks during winter including placement of salt for safety.
11. Mow grass, trim shrubbery, and maintain the yard and mowers during the summer.
12. Empties scrap metal waste barrels in the shop weekly.
13. Checks building and grounds for repairs weekly and advises the shop supervisor of needed repairs. (i.e. floors, water leaks, light fixtures, garage doors and openers, etc.)
14. Any and all duties as directed.

OTHER FUNCTIONS:

1. Painting of building, offices, etc. as needed.
2. Advising the shop supervisor when janitorial supplies need to be ordered.
3. Operates equipment when needed for snow plowing, loading salt, etc.
4. Helps service as needed.

5. Helps change blades as needed.
6. Performs building maintenance as needed, mechanical, electrical and plumbing.
7. Changes light bulbs and furnace filters including the front office area as needed.
8. Maintains adequate inventory of rags and floor dry.
9. Performs job duties in other job classifications when requested.

The typical duties stated herein are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities of personnel so classified.

MINIMUM REQUIREMENTS:

The following are required to enable job holders to perform the essential function of the job.

1. SKILLS/KNOWLEDGE:

- Must be able to complete an accurate daily Shiawassee County Road Commission time card, map, and work progress report.
- Mechanical, electrical, plumbing and custodial/janitorial.

2. EDUCATION:

- A high school education, GED, or equivalent educational preparation.
- A commercial drivers license (C.D.L.) class A with a 'N' endorsement as required by law and the Commercial Drivers' License Policy adopted on February 13, 1992.
- A forklift license.

This job cannot be adapted so that someone with difficulty reading or writing could fully meet job demands.

3. PHYSICAL REQUIREMENTS:

- Must be able to lift 100 pounds.
- Must be able to stand upright, walk, bend at the waist, and twist/rotate at the waist.
- Must be able to use hands and fingers to grasp/manipulate levers and steering wheel on a continual basis.
- Must be able to maintain balance while climbing in and out of equipment cabs at all times. Vehicles generally have 2 to 4 steps that elevates the operator to an estimated height of 6 to 7 feet.
- Must be able to sit and operate equipment for up to 4 hours without a break.
- Must be able to push with legs to greater than 50 pounds of force to operate foot controls on a continuous basis.

4. VISUAL ACUITY, HEARING, SPEAKING:

- Must be able to ask questions of their supervisor listen and follow directions.
- Must be able to communicate verbally with co-workers and the public courteously.
- Must be able to communicate verbally on the radio system and telephone in a courteous manner.

5. ENVIRONMENT AND SCHEDULING:

- Environmental conditions to include operating equipment under adverse weather conditions (i.e. extreme cold and heat); extremes of noise and vibrations; fumes and dust may be present while operating or near equipment; and wet and/or humid conditions especially when exposed to weather and extreme heat conditions.
- Hazardous conditions to include moving parts on equipment and machines; exposure to power and gas lines as well as other utilities; and traffic encountered while operating equipment and machines.
- Environmental conditions to include using floor cleaners, wax strippers, wax or soap.

NOTE: The above description has been developed based on the guidelines as defined by the Americans with Disabilities Act (1990). Typical duties were identified through on-site analysis and confirmation from the employer. This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.