


| JOB DESCRIPTION | EXTERNAL |
|--|--|
| <p style="text-align: center;">County of York</p>  <p style="text-align: center;">Human Resources</p> | <p style="text-align: center;">MAINTENANCE TECHNICIAN II</p> <p>Status: Part-Time</p> <p>FLSA: Non-Exempt (Hourly)</p> <p>Salary: \$17.17 - \$18.94 / Grade 4</p> <p>Union: MSEA</p> <p>Reports to: Facilities Manager</p> |

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

The Maintenance Technician II performs custodial, minor maintenance, and other miscellaneous duties to ensure that County facilities are maintained in a healthy, safe and sanitary manner.

SUPERVISION RECEIVED AND EXERCISE

The Maintenance Tech II reports to the Facilities Manager and cares for County facilities and equipment. Maintaining these responsibilities will help to ensure the health, safety and security of the public. This will require a flexible working schedule.

ESSENTIAL DUTIES

1. Clean and care for buildings and facilities to ensure they are maintained safely and healthy.
 - Clean offices, meeting chambers, bathrooms, and other public spaces by sweeping, dusting, mopping, scrubbing, sealing, buffing, washing rooms, vacuuming, washing surfaces, etc.
 - Wash and disinfect all bathroom floors, toilets, hand dryers and fixtures.
 - Clean all mirrors, replenish toilet tissue and soap as needed in bathrooms.
 - Empty all waste baskets and garbage cans.
 - Place garbage in outside dumpster
 - Clean entrances and exits including glass, doors, and hardware.

- Keep the outside area near the exit and entrance clear of snow, trash, paper, etc.
 - Clean, wash and disinfect drinking fountains or water dispensers.
 - Perform and/or report minor maintenance repairs.
 - Report damages and acts of vandalism
 - Wash and buff floors
 - Wash entrance and exit floors.
 - Spot clean walls as necessary
2. Maintain storage areas of cleaning equipment, materials and supplies safely and orderly to ensure the safety of staff and the public.
 - Secure storage areas
 - Maintain an adequate supply of cleaning materials and supplies.
 - Restock supplies as necessary.
 - Make note of the need for equipment repairs
 3. Perform routine heating, electrical, plumbing, and carpentry repairs where license or professional certification is not required.
 4. Perform other related duties as assigned.

MIMIMUM QUALIFICATIONS

- High School diploma or Equivalent required.
- Must be 18 years or older.
- Valid Driver's License.
- Some experience in general cleaning of facilities.
- Must be able to provide proof of U.S. Citizenship or legal authorization to work in the United States.
- Must successfully pass pre-employment background screening.

KNOWLEDGE, SKILLS, and ABILITIES

The Custodian will understand standard cleaning procedures, chemicals, products, and equipment used. He/She must possess a working knowledge of the Workplace Hazardous Materials Information System. Can read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products. Must be self-motivated and able to work with minimal supervision.

The Custodian will possess the following skills and abilities: team building, decision making, problem solving, effective verbal and listening communication skills, time management, ability to pick up and carry 65 pounds, climb ladders and stairs, stand for prolonged periods of time and ability to work outdoors, when necessary, under adverse weather conditions.

Employee Safety

This employee is responsible for using safety devices and protective equipment to minimize the frequency and severity of work-related accidents. The employee is responsible for using safe practices and methods in the operation and supplies related to their job.

PHYSICAL REQUIREMENTS

Environmental Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is regularly performed indoors and is regularly exposed to dust, odors, oil, fumes, and noise. Outside work may be assigned occasionally as needed. This could involve exposure to elements of inclement weather.

Physical Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

While performing the duties of this job, the employee is regularly required to talk and listen. The employee is frequently required to stand, walk; use hands to finger, handle or feel; and reach with hands and arms. As well as on occasion lift 50 pounds or more.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Interested candidates must submit a resume and/or application to York County Human Resources. Applications for this position can be picked up at the York County Government Building located at 149 Jordan Springs Road, Alfred, ME or by downloading from the County of York website:
www.yorkcountymaine.gov/careers

All applications and/or resumes should be submitted to:

York County Human Resources

Attn: Linda Corliss
45 Kennebunk Road
Alfred, ME 04002

This posting will remain open until a qualified candidate is selected.

York County Government is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected Veteran Status.