

**Monona County**  
**Employer's Job Description**

09/12/2023

**Name:** \_\_\_\_\_

**Department:** Courthouse

**Position Title:** Building Maintenance/Grounds

**Pay Grade:** TBD

**Status:** Hourly / Non-exempt

**Reports To:** Board of Supervisors

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### **Primary Purpose of Position**

The primary purpose of this position shall be responsible for all care and maintenance of the Courthouse and grounds with assistance given to other County-owned buildings if requested or needed. The normal work schedule is thirty (30) hours per week, but the County Supervisors shall have the authority to adjust the work schedule as needed.

### **Essential Duties and Responsibilities**

**The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the Board of Supervisors.**

- Order and maintain supplies for cleaning buildings, and stock supply room after shipment.
- Keep appropriate records of systems, and repairs made to building and equipment.
- Submit time sheet to auditor bi-weekly.
- Serve as facilitator between the County Supervisors and vendors on repairs when needed.
- Assists with seeking bids/estimates from vendors for repairs or purchases.
- Keep Supervisors informed of problems as they arise and what is needed for correction.
- Assist the cleaning staff as needed.
- Check that fire extinguishers are not expired.
- Perform minor repairs and adjustments to heating, cooling, ventilation, plumbing and electrical systems.
- Have full knowledge for A/C and HVAC system to keep in operation with training provided.
- Go onto the roof as needed to inspect/service units.
- Perform light building construction, painting or remodeling projects as needed.
  
- Provide proper disposal of Courthouse garbage/recycling materials. Interim floor care as needed.
- Good record keeping, documentation of systems, maintain service and system logs, keep proper manuals available, maintain proper safety materials and meet all safety requirements.
- Assist with general cleaning of building as needed.
- Remove snow from sidewalks, steps and any part of the grounds needed (with Secondary Road assistance) Apply snow or ice melting chemicals or salt routinely as needed.
- Upkeep of lawn, with mowing, trimming and weed control (spraying / pulling weeds).
- Upkeep of landscaping with bushes, trees, plants, flowers, watering and trimming.
- Blow or rake leaves as needed. Keep grounds free of debris or trash.
- General maintenance/duties of Courthouse (change light bulbs, ballasts, move equipment or furniture, hang items on walls, assist with hauling heavy items with a cart etc., clean air vents, filters.)
- Be able to properly use a wide variety of maintenance equipment and tools.
- Monitor the building for security such as locking/unlocking doors and monitor security systems daily.
- Raise and lower flags. Replace torn flags.
- Purchase items as needed for maintenance. Submit bills for purchases and from vendors to the Auditor.
- Must work within budget allocation of Board of Supervisors.
- Assist with voting machines storage and delivery.
- Assist with unloading trucks or deliveries for Courthouse with no loading dock.
- Must adapt to frequent change in requirements and deadlines
- Be available by phone at all times
- Other duties as needed or assigned

## Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with vocational/technical training or experience with heating, cooling, ventilation, plumbing & electrical systems and knowledge about the operations of an HVAC system and small engines. Must be able to demonstrate mechanical ability, operate a computer and computer programs. A valid Iowa motor vehicle operator's license and proof of insurance.

## Physical and Mental Abilities Required to Perform Essential Job Functions

### Language Ability and Interpersonal Communication

Ability to establish and maintain good working relationships with other employees, public officials, and the general public; illustrate and exhibit a self motivation and initiative.

Ability to explain, demonstrate and follow well established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.

Ability to communicate effectively with the public and Auditor's office personnel

### Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

### Physical Requirements

Ability to exert moderate to heavy physical active including the following:

- Lifting and carrying of heavy materials or objects
- Climb 20' ladder on a wall to the rooftop, and good balance on ladders
- Excellent manual dexterity and visual acuity.
- Work in confined, small, and cramped spaces.
- Perform physical labor in inclement weather, extreme temperatures, wetness and humidity in and up to one (1) hour increments if needed.
- Perform work kneeling or crouching
- Work with frequent change of tasks and able to adjust to changing conditions

### Environmental Conditions

Ability to work under some uncomfortable conditions where exposure to injury is possible, including moderately noisy conditions and exposure to vibration, dirt, dusts, odor, and fumes.

### Compliance

Compliance with the employee handbook, county policies, department work rules, and supervisor or elected official directives

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Monona County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Please refer to the employee handbook and union contract for additional information.

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This Job Description has been reviewed and approved by:

Department Head: \_\_\_\_\_

Board of Supervisors: \_\_\_\_\_

Effective Date: \_\_\_\_\_