



# INTERCOUNTY ELECTRIC COOPERATIVE ASSOCIATION

Your Touchstone Energy® Cooperative



<b>Title:</b>	Facilities Maintenance Worker
<b>Grade:</b>	1
<b>Position Code(s):</b>	011-00B
<b>Department:</b>	Administration – Department 11
<b>Status:</b>	Full Time
<b>Exemption Status:</b>	Non-exempt (hourly)
<b>Reports To:</b>	Lead Facilities Maintenance Worker
<b>Supervisory Responsibilities:</b>	None
<b>Work Location:</b>	Cooperative Headquarters – Licking
<b>Effective Date:</b>	October 1, 2018
<b>Replaces (Effective Date):</b>	N/A

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**General Summary:** Under supervision from the Lead Facilities Maintenance Worker, the Facilities Maintenance Worker performs a variety of semi-skilled work in the maintenance of cooperative properties and other related duties as assigned.

**Essential Job Functions:** *The following job functions are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Trouble shoots minor maintenance problems involving electrical, structural, plumbing, and equipment repair or replacement.
2. Performs in the construction, alteration, preparation, painting and repair to structures made of wood, plaster, concrete or brick.
3. Performs in the maintenance and repair of plumbing and heating fixtures and components, piping of various size and type; checks safety equipment and replaces components such as washers, gaskets, and filters.
4. Performs routine electrical repairs such as changing light bulbs or fluorescent lamps and assists in repairing ballast and light fixtures.
5. Assembles and moves furniture, hang pictures and bulletin boards, moves and sets up tables and chairs.

6. Performs general custodian duties. Cleans, sweeps mops, scrubs, waxes, and polishes floors by hand or machine; cleans carpet, upholstery and furniture.
7. Collects and disposes of waste, shovels snow, maintains outside sidewalks, and keeps outside premises in an orderly condition. Mows and fertilizes lawns, plants and maintains flower beds. Trims trees and sprays for insects.

### **Job Requirements:**

#### **Education and Experience:**

1. Requires a high school education or equivalent.
2. Requires a minimum of one years' experience in the construction, repair, or operation and preventative maintenance of public or commercial buildings or any equivalent combination of training and experience.
3. Requires successful completion of a pre-employment drug screening.
4. Requires successful completion of a pre-employment physical examination.
5. Requires successful completion of a pre-employment background check.

#### **Certificates, Licenses, Registrations:**

1. Must have a valid driver's license.
2. Prior to operating a cooperative owned vehicle, individual must possess a valid Missouri Class E license.

#### **Preferred:**

1. None.

#### **Knowledge, Skills and Abilities:**

1. Ability to safely drive and skillfully operate power equipment and hand tools involved in building maintenance, repair, and construction.
2. Ability to use a broad spectrum of tools and equipment skillfully and safely perform heavy physical labor.
3. Ability to understand and follow oral and written instructions.
4. Ability to establish and maintain effective working relationships with those contacted in the course of work.

#### **Physical Demands:**

1. See attached WorkSTEPS functional employment test job specific tasks.

#### **Work Environment:**

1. Work is performed in an indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, mechanical and electrical hazards, and all types of weather and temperature conditions.