

POSITION DESCRIPTION COUNTY OF HOWARD, INDIANA

POSITION: LABOR/MAINTENANCE
DEPARTMENT: HOWARD COUNTY MAINTENANCE (JAIL)
WORK SCHEDULE: 8 AM – 4 PM
JOB CATEGORY: LTC/ LABOR, TRADE AND CRAFT

DATE WRITTEN: 7-28-04
DATE REVISED: 01/10/25
STATUS: Full-time
FLSA STATUS: NON-Exempt
PAY: \$22.90 PER HOUR

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES:

Basic general maintenance of all Howard County properties and equipment; the primary responsibility will be the Howard County Criminal Justice Center.

Assist county technicians with daily maintenance operations

Mowing, landscaping and daily cleaning and organization of tools and equipment

Perform clean-ups and trash pickup of county properties

Perform lawn, parking lot and exterior repairs and beautification to County Property

Have basic computer skills

Snow removal

All repairs necessary for the safe and secure function of Howard County facilities

SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to calculate figures and amounts proportions, percentages and balances. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

RESPONSIBILITY: To maintain and repair all items necessary for the safe and secure function of all County buildings. As a Jail Maintenance Laborer, the primary facility assignment will be the Howard County Jail. To follow all orders given by your immediate supervisor and the Superintendent of Buildings and Grounds.

EDUCATION AND EXPERIENCE: High School diploma or general education degree.

PERSONAL WORK RELATIONSHIPS: Ability to work with all department heads. Communicate and demonstrate interpersonal communication skills necessary to problem solve.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT:

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
YES_____ NO_____

Applicant/Employee signature

Date