

PRESQUE ISLE COUNTY

Job Description Head Custodian/Maintenance Personnel

QUALIFICATIONS:

1. A working knowledge of general maintenance operations including but not limited to electrical, plumbing, building operations, grounds keeping and general carpentry.
2. General good health.
3. Able to communicate with management.
4. Maintenance Budgetary Skills

GENERAL DESCRIPTION:

This is a full time (40 hours per week) position appointed by the County Board of Commissioners, responsible to the Building and Grounds Committee with general guidelines established by the County Board of Commissioners. This position involves responsibility for the maintenance and long range maintenance planning of the facilities owned by Presque Isle County.

DUTIES AND FUNCTIONS:

Responsible for the day to day maintenance functions on the facilities whether done by self or other personnel of the maintenance/custodial staff.

On call (day or night) in case of emergency involving the facilities of the County.

Submits an annual report of suggested maintenance projects for discussion with the Buildings and Grounds Committee prior to budget preparation.

Responsible for submitting time schedules for preventative maintenance and meet these schedules within the parameters of the Building and Grounds Committees direction.

In charge of new and renovation projects to be sure that completion is within the approved plan schedule.

Assist the Budget and Finance Committee and Building and Grounds Committee in establishing the best utilization of repair and maintenance funds.

Have knowledge of the duties and functions of all maintenance/custodial staff and be able to fill in for them as needed.

Other as directed by the County Board of Commissioners and the Building and Grounds Committee.