

Osceola County
Employer's Job Description
(REVISED MARCH 2020)

Name: _____ **Department:** Courthouse
Position Title: Maintenance & Grounds **Pay Grade:** Set by Board of Supervisors
Status: Salaried / Non-Exempt **Reports To:** County Auditor

Primary Purpose of Position

The primary purpose for this position is to provide all aspects of maintenance and grounds keeping for the Courthouse, Sheriff Office & Jail, and Ambulance Service. Also, including, but not limited to, snow removal, mowing, spraying, fertilizing, and trimming. The regular hours are 37 ½ per week and normal starting time is 6:00 a.m. and may be called-in after regular work hours to address emergencies such as snow removal, etc. *(In the event they cannot be available because of vacation leave, etc., notification must be provided)*

can be flexible

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, other duties may be required and assigned by the County Auditor.

SNOW REMOVAL (#1 PRIORITY)

Snow and ice removal for the Courthouse is the *first priority*. Snow and ice removal and sidewalks treated needs to have completed *before* courthouse opens and again after the Courthouse closes when employees and cars have left the parking areas.

- All walks, parking lots, and driveways
- Put down ice melt on the same. Shovel the snow from the entry ways and steps
- Scrape ice in areas where it builds up on the sidewalks, driveway, and parking lot
- Safety center and ambulance buildings are the second priority

OUTSIDE

- Mow and trim the courthouse grounds and the ambulance garage lawn
- Pick up trash and debris daily off of the courthouse ground.
- Put down fertilizer with crab grass controller in the spring and fertilizer with weed killer in the fall
- Control the weeds that grow up through the sidewalk cracks.
- Keep the parking lot curbs clean of debris.
- Thatch and do the yard cleanup in the spring
- Pick up leaves in the fall. Help to plant the flower in the beds and the planters done at the greenhouse.
- Water the flowers in all areas regularly.
- Fertilize the flowerbeds and planters
- Trim the two bushes in front of the sheriff's house
- Trim the low hanging branches on all of the trees at least once a year
- Haul all of the yard debris and trimming to the city dump
- Plant grass seed and water areas that are bare
- Landscape around any new construction on the courthouse grounds
- Edge the curb, sidewalks, and driveways as needed. Approximately 4 to 5 times a summer
- Clear debris off of the sidewalks with power blower

GARDEN TRACTOR & ATTACHMENT

- Keep the lawn tractor and accessories well maintained and ready for use
- Change motor oil and filter
- Changed transaxle oil and filter
- Change air filters
- Grease all fittings
- Check oils and coolant before each use
- Fuel the tractor
- Check tire air pressures

- Keep the tractor clean

Change the tractor over between winter and summer seasons:

- Take the mower deck off
- Put on tire chains and readjust after 1st use
- Put on wheel weights
- Put on cab on
- Attach heater hoses
- Put on the extended hitch bar
- Attach the hydraulic power unit
- Connect the electric line

Attachments:

- Mower Deck
- Grease the mower deck
- Sharpen blades
- Keep deck clean
- Inspect the belts

Power Flow

- Keep it clean and change belt when needed

Snow Blower

- Grease
- Change cutter blade, side shoes, and rear shoes when needed
- Replace shear bolts as needed

Broom

- Grease
- Change brush sections as needed
- Replace shear bolts as needed

Front blades

- Change Cutter blades as needed

Broom Sprayer

- Keep clean
- Replace sprayer nozzles and hose as needed

Thatcher

- Replace spring tines as needed

OTHER YARD EQUIPMENT MAINTENANCE

- Push mower
- Sharpening or Replace blades
- Sidewalk Edger
- Tiller
- Chainsaw
- Power Flow
- Tractor Wagon
- Power Blower
- Trimmer
- Fertilizer Spreader
- Change oil
- Clean & replace air filters
- Sharpening or Replace blades

- Replace belts
- Grease
- Change spark plugs
- Fueling
- Order & pick up parts at Sibley John Deere shop

HEATING & COOLING MAINTENANCE

- Switch from cooling to heat in the fall and reverse for spring
 - Keep the AC units washed and clean throughout the cooling season (4-6 times per season)
 - Check the system pressure daily in the mower shed for cooling season
 - Change air filters in the mower shed, safety center basement, and boiler room monthly or as needed
 - Clean the boiler burners before each heating season
 - Check the boiler pressure daily and regulate as needed 7 days a week.
 - Drain the moisture off of the air compressor and air dryer at least 2 times a week
 - Clean or replace the air filters in the air handling units and to the maintenance on them 2 times per year.
- Fall and spring
- Switch circulating pumps approximately 2 times per year
 - Oil the circulating pump in the mower shed
 - Walk through with the state boiler inspector and have items of concern addressed properly
 - Check all of the thermostats throughout the courthouse at the beginning of each season
 - Replace thermostats and lines as needed
 - Work with the representative during the semi-annual checkups on the thermostat control system.
 - Go to alleyway in the courtroom and open 2 water valves to allow clean water to come out done 2x a year
 - Contact outside contractors and work with them for repair or replacement of heating and cooling

GENERAL MAINTENANCE DUTIES

- Walk through of courthouse first thing in the morning checking lights, bathrooms, heaters, etc.
- Change light bulbs in the courthouse, safety center, and ambulance
- Change bulbs in the outside light fixtures (poles, roof mounted etc.)
- Clean the elevator room exhaust fan as needed
- Clean the restroom exhaust fans as needed
- Fix office machines if able to
- Maintain and service the standby generator
- Take care of any electrical, plumbing, carpentry, or general maintenance problems that arise
- Unlock courthouse door at 8 am
- Keep vacuum cleaners maintained and ready for use
- Make sure the exhaust fan in the attic is working properly
- Move offices and remodel when needed
- Touch up small paint problems
- Walk through with the state elevator inspector
- Work with elevator service technician for the annual checkup
- Check the attic for bats/contact the bat removal service if necessary

MISCELLANEOUS

- Change flags and halyard when necessary and re-order new flags
- Change calendars throughout the courthouse
- Buff floors 5 times a year or more if needed work with an outside contractor to strip and wax the floors
- Reset the clocks in the courthouse at time changes
- Inventory, receive in and distribute copy paper
- Order water and change bottle on the dispensers
- Fill cup dispensers
- Keep paper towels stocked in the lunch and auditor's vault
- Purchase ice, coffee, and filters for the lunchroom

- Contact outside contractors for repairs on the courthouse, safety center, and ambulance
- Present bids to the board regarding contract work etc.
- Have the picnic table removed in the fall and brought back in the spring
- Have keys made and issue them when needed (have form filled out)
- Maintain the spare key index
- Check fire extinguishers, smoke detectors, exit lights and alarm system monthly
- Fill the water softener salt reservoir in the basement of the sheriff's house and courthouse
- Order softener salt when needed
- Assist to destroy old documents and ballots at the city dump
- Inventory and order light bulbs and cleaning supplies
- Check the sewer lift in the safety center periodically and have city clean sewer at courthouse 2x a year
- Change batteries in the smoke detectors and clocks throughout the courthouse
- Log in the generator rest run information weekly
- Dirty towels-- wash, fold and put them away
- Keep the first aid kits stocked
- Take care of a wide variety of miscellaneous requests from the other courthouse employee
- Help setup and take down voting equipment throughout the county, safety building and ambulance building

BACKUP DUTIES FOR COURTHOUSE CUSTODIAL (as needed)

- Daily Cleaning
- Empty trash cans
- Clean restrooms and refill toilet tissue, paper towels, vending machines, baby tables and air fresheners
- Sweep all hard surfaces (tile floors, steps and bathroom)
- Clean the glass on the entry doors
- Vacuum the entry runners
- Check the water dispensers and ice levels
- Gather the dirty towels from the lunch room (replace as needed)
- Empty the outside ashtrays
- Empty the dehumidifiers
- Mop floors (once a week or as needed) winter time everyday
- Prep or load cleaning cart
- Vacuum all carpeted areas
- Change dust mop heads and vacuum cleaner bags
- Dust woodwork and accessible areas through the courthouse (no office machines or personal spaces)
- Clean windows
- Wash trash cans out periodically
- Gather and take out the recycling everyday
- Vacuum the elevator car top and pit at least once a year

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or certified GED, write and perform basic math at a high school level. Possess basic mechanical ability to complete required task. Previous training and knowledge with heating and cooling systems is necessary. Valid Iowa Drivers' license and provide proof of insurance.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to communicate effectively with members of the public, department heads, supervisors, and other county employees
- Ability to demonstrate information regarding the different aspects of the job areas, as well as the ability to follow specific instructions and respond to simple requests from others

- Ability to communicate orally and/or in writing with Elected Officials, Department heads, and Board Supervisors, and other employees

Mathematical Ability

- Ability to apply general math and calculation skills necessary to satisfy the job requirements

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and demonstrate the skills necessary in performing the essential job duties
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning to fulfill the various job duties

Physical Requirements

- Ability to operate equipment and machinery with some regularity
- Ability to function in a wide variety of physical activities, including moderate to heavy lifting and carrying
- Ability to translate from inside work to the outside environment and work and vice versa.
- Ability to exert moderate physical effort typically involving some combination of stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling, etc.

Environmental Conditions

- Ability to work under generally safe and comfortable conditions inside the buildings and all-weather conditions incurred outside

Compliance

- Compliance with the employee handbook, county policies, work rules, directives, and other terms of employment as required

Osceola 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.

Acceptance & Acknowledgement

The undersigned hereby acknowledges receipt of this updated and revised Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

Employee's Signature

Auditor

Date Signed

Date Signed

