

Position Information
Mineral County Development Authority
Facilities Maintenance

JOB SUMMARY

Perform and manage a variety of tasks related to the maintenance and repair of buildings and equipment, janitorial duties and lawn care on Authority owned property. Ability to work on equipment and sprinkler systems. Coordinates with the Executive Director to develop an overall site work plan and budget. Plans and implements overall site plan. Perform other duties as assigned. Work directly with tenants on general maintenance and repair requests. Position is salary based on a 40 hour work week. Some weekend and holiday hours may be required.

Employment with the Company is at will unless otherwise stated in a written agreement signed by the President of the Mineral County Development Authority. This means that either the Company or the employee can terminate the employment at any time and for any reason, with or without notice.

Duties and Responsibilities Section

% of time	<u>Duties and Responsibilities</u>
▪ 10%	• Performs minor building maintenance and emergency repairs as needed.
▪ 10%	• Perform Trades (HVAC, electrical, plumbing and carpentry) as needed.
▪ 10%	• Provides janitorial/cleaning services
▪ 10%	• Conducts periodic inspections of assigned areas/buildings.
▪ 10%	• Conducts normal operating procedures on equipment requiring routine adjustments/maintenance. i.e., Sprinkler System
▪ 10%	• Operates maintenance equipment as assigned.
▪ 20%	• Provides advice to management for maintenance-related problem resolution. Assists with lawn care, litter control and snow removal as needed. Performs related duties as assigned or as directed.
▪ 20%	• Perform Capital improvement projects as directed

Requirements Section

Education

- High School Diploma and 8 years experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Experience

- 8 Years Experience in building trades, facilities maintenance, mechanical contracting.

License or certification(s)

- WV-certified plumber
- WV- Contractor License

Knowledge and Ability Section

List essential items that an incumbent will need in the position.

- Ability to operate a personal computer
- Ability to read and write
- Ability to hear and interpret sounds in work areas, and verbal instructions
- Ability to check and reset fire detection equipment
- Ability to safely operate a forklift and other machinery
- Ability to organize and plan

Supervision Section

The position is responsible for supervising the following positions:

<i>Position</i>	<i>Comments</i>
<i>Possible future short term labor hires</i>	
<i>Trades Specialists hired for specific projects.</i>	

Physical demand Section

<i>Physical Effort</i>	<i>How Often</i>
Climb heights over 12 feet	Daily
Work in inclement weather	Daily
Lift and carry heavy (possibly over 100 lbs.) or awkward objects.	Bi-monthly
Work in confined spaces, stoop, bend, and crawl or walk over rough and slippery surfaces.	Daily

ORGANIZATIONAL CHART

