



Twin Falls County Maintenance Worker

SALARY	\$16.11 Hourly	LOCATION	Twin Falls County, ID
JOB TYPE	Full-time	JOB NUMBER	202300030
DEPARTMENT	Maintenance	OPENING DATE	05/01/2023
CLOSING DATE	5/29/2023 10:00 PM Mountain		

Position Information

Apply online at www.twinfallscounty.org

Job Description

CLASSIFICATION SUMMARY

Performs maintenance, light construction, and repair duties on County buildings and grounds. The duties include maintaining electrical, plumbing, mechanical, and other systems. Additionally, the employee performs skilled carpentry, painting, drywall, cabinetry, grounds keeping, and related repair and remodeling tasks. An employee in this class may be assigned to other maintenance duties in the County. The principal duties are performed in a public building environment that may include working on rooftops, in crawl spaces, and in adverse weather conditions and hazards involving the use of power tools and equipment. The work is performed under the supervision of the Maintenance Supervisor.

Duties / Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

- Performs maintenance and repair work on electrical, plumbing, mechanical, and structural systems;
- Performs carpentry, painting, drywall, plumbing, cabinetry, and concrete assignments;
- Repairs and maintains furniture and building fixtures;
- Moves furniture;
- Performs grounds maintenance including snow and ice removal, sidewalk clearance, and pest control;
- Maintains work orders, maintenance, and inspection records;
- Maintains and repairs tools and equipment;
- Responds to Commissioners', elected officials', County employees' and citizens' questions and comments in a courteous and timely manner;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Communicates and coordinates regularly with appropriate co-workers to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Maintains strict confidentiality in all cases;
- Assists other department and County employees as needed or requested.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Distributes and collects mail;
- Inspects and secures tax properties;

- Repairs and maintains electrical equipment and small appliances;
- Performs other duties as assigned.

Qualifications

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Building trade skills, including but not limited to, electrical, plumbing, carpentry, mechanical, painting, drywall, concrete, and cabinetry;
- Methods, materials, tools and standard practices regarding plumbing, electrical, carpentry, painting, drywall, concrete, and cabinetry assignments related to interior and exterior building maintenance, repair, and remodeling;
- State, local, and other applicable building, safety, and health codes and regulations;
- County policies regarding safe work practices relating to use of heavy equipment, power tools, ladders and power lifts, and repair and maintenance materials.

Skill and Ability to:

- Read and interpret technical manuals, blueprints, and diagrams;
- Install, troubleshoot, and repair electrical, plumbing, mechanical, and related operating systems;
- Work on multiple projects, set priorities, and allocate resources for project completion;
- Operate power equipment;
- Operate hand tools;
- Operate a motor vehicle;
- Operate a personal computer;
- Speak clearly and communicate accurate information to others;
- Use English to communicate effectively with others;
- Listen carefully to, understand, and effectively communicate through oral, written, and interpersonal communication channels;
- Follow verbal and written instructions;
- Work independently and exercise initiative, with general guidance and supervision;
- Use good judgment to make sound and reasonable decisions and problem-solving skills to respond to customer service needs in accordance with laws, ordinances, regulations and established policies;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.
- Maintain confidentiality.

ACCEPTABLE EXPERIENCE AND TRAINING:

- High school diploma or GED;
- Valid Idaho State Driver's License;
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.
- Must successfully pass background investigation relevant to the position and remain in good standing for the duration of employment with the County.
- Possess a CDL Driver's License or be able to obtain a CDL if the job requires it in the future

Agency

Twin Falls County

Address

P.O. Box 126

Phone

208-736-4174

Website

<http://www.twinfallscounty.org>