

JASPER COUNTY

JOB DESCRIPTION

8/21/25 Revised Date

JOB TITLE:	MAINTENANCE TECHNICIAN (Courthouse area and all other county buildings)
JOB STATUS:	Full-time (24-hour on-call availability)
CATEGORY:	Non-Exempt
BENEFITS QUALIFIED:	Yes Vacation Sick Days Insurance (offered) IPERS Holiday Pay
REPORTING SUCCESSION:	Maintenance Director

JOB SUMMARY: The primary duties of this position are to perform routine maintenance of the Courthouse, grounds, and related facilities according to desired standards regarding general appearance, cleanliness and operational efficiency; operates and maintains geothermal system, boiler system, and peripheral equipment used in heating and cooling of the buildings may perform low impact basic trades work assisting in such projects as general painting and carpentry, plumbing/hvac, and general electric.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The position of Maintenance Technician include the following specific duties and other duties that may be assigned.

Maintenance Technician:

1. Maintains buildings, performing standard carpentry, painting, plumbing, electrical wiring, tuck pointing, and related maintenance activities using hand and power tools; replaces filters, light bulbs, ballast's, switches, toilet handles, valves, gaskets, traps, pipes, etc.
2. Mows grass using mower; cuts weeds and undesirable vegetation around buildings, sidewalks and premises using "weed eating" equipment and sidewalk edger; trims and maintains tress, shrubs, flower beds, etc. using hedge trimmers, lopping shears, prunes, chain saws and other related equipment.
3. Sands/salts and removes snow and ice from sidewalks, parking lots and related premises using pickup with plow, pickup with salt/sander, 4-wheeler with plow, grasshopper with sidewalk brush, snow blowers, power equipment and miscellaneous tools.

4. Moves election equipment, furniture, file cabinets, desks, license plates, unused and obsolete items and fixtures; purchases and stores maintenance and cleaning supplies, and stores paper products.
5. Washes windows and screens outside the building using lift, scaffolds or ladders.
6. Performs other job-related duties as requested or assigned by Maintenance Director.
7. Attends any mandatory training or in-services.

Equipment and Tools Used:

1. Responsible for understanding how to operate a variety of manual and motorized equipment and tools, showing due care to follow safety rules and procedures in their use.

Equipment and tools utilized may include but are not limited to:

Motor vehicle

Small engine equipment (lawn mower, 4-wheeler, chain saw, snow blower, edger, trimmer, and hedger)

Hand tools (hammers, screwdriver, saws, sockets, wrenches, drills, grinders, chisels, squares, and other related measuring devices.)

2. Responsible for ensuring proper use and care of tools in their possession during the workday; cleaning and maintaining assigned tools and equipment as specified by department work rules.

Other Duties:

1. Attends and participates in company training and safety meetings.
2. Reports any observable safety, company work policy or rules violations to supervisor immediately. Follows department policy regarding acts of or threats of violence, or anything unusual found on or actions of individual being transported.
3. Drives county vehicles and operates equipment as needed and assigned.
4. Maintains valid driver's license.
5. Responsible for demonstrating due care for the property, facilities, and proprietary information.
6. Demonstrates ability to perform a variety of duties, occasionally changing from one task to another of a different nature without loss of efficiency or composure.
7. Responsible for knowing and following department policies and procedures and for following and adhering to instructions, requests, and task assignments as given by the Maintenance Director.

8. Conducts other duties as assigned.

JOB QUALIFICATIONS:

1. High School Diploma or G.E.D.
2. Must hold current valid Iowa driver's license.
3. Heating and cooling experienced preferred.

JOB REQUIREMENTS:

To perform this job adequately, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform these essential functions.

1. Education/Training/or Experience:
 - High School Diploma or G.E.D.
 - One (1) year of job-related experience, preferred.
2. Computer Skill Requirements:
 - Basic computer skills required.
3. Language Skill Requirements:
 - Must be able to read work orders. This requires basic reading comprehension ability in English.
 - Must be able to accurately and clearly deliver and comprehend oral and written directions for both place and locations and procedures.
4. Mathematical Skills Requirements:
 - Must be able to count in English beyond 1,000 and to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
 - Must be able to measure space; compute linear, square, and cubic measurements; to compute rate, ratio, and percent; and able to accurately measure miles on a map.
5. Reasoning Ability Requirements:
 - Must demonstrate the ability to apply common sense understanding to carry out detailed, but uninvolved, written, and/or oral instructions.
 - Must be able to set up, adjust and operate machines and equipment to perform work functions; move, guide or place objects or materials where precise standards are involved.
6. Physical Demands:
 - Vision: While performing the duties of this job, the employee is frequently required to observe grounds, equipment, and vehicles. Specific vision

abilities required to do this job include close vision; distance vision; peripheral vision; and the ability to adjust focus.

- Hearing: Must be able to audibly detect possible dangers.
- Mobility/Dexterity of Limbs: While performing the duties of this job the employee is frequently required to stand; walk; use hands and fingers to manipulate, handle, or feel objects, tools, or controls; to reach with hands and arms; and is often required to climb or balance; stoop, kneel, and crouch; eye/hand/foot coordination is required.
- Strength/Lifting: While performing the requirements of this job, the employee must lift and frequently lift and/or move up to 100 pounds.
- Work Environment: While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee may be subject to extremes of cold and heat, wet and dry, and winds. Occasional hazards are exposed to noise, dust, shock from electrical current, burns from chemical and cleaning agents, strains from improper lifting, loss of limb if careless with equipment operation and related occupational hazards. The individual must be able to work off elevated areas and high places.