

COUNTY OF LEELANAU  
JOB DESCRIPTION

**MAINTENANCE WORKER**

Supervised by: Maintenance Director  
FLSA: Non-Exempt

**General Summary:**

Under the general supervision of the County Administrator or the Maintenance Director, performs a variety of cleaning and custodial maintenance tasks to keep assigned County facilities and related areas in a clean and orderly condition. Also performs preventative maintenance and conducts routine repairs of the buildings and equipment and maintains grounds and county parks as assigned.

**Essential Job Functions:**

An employee in this position may be called upon to perform any or all of the following essential functions. These examples **do not** include all of the duties, which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

- Dust mops and wet mops floors and stairways and operates vacuum to clean carpet areas. Spot cleans carpeted areas where necessary.
- Periodically strips floors of old wax, applies fresh wax, and operates power buffer to polish floors.
- Performs general custodial duties as assigned by the Maintenance Director.
- Cleans and sanitizes drinking fountains and restrooms and floors, replenishing supplies and dispensers as needed.
- Maintains security of buildings and entrances on a regular schedule.
- May perform minor maintenance tasks on electrical, plumbing and heating systems, boilers, compressors and other building equipment, replacing pipes, belts, bulbs, etc. and performs minor carpentry tasks. Notifies Maintenance Director of safety hazards or major repairs when they are necessary.
- Sets up rooms for meetings in County facilities after regular work hours.
- Removes ice and snow, mows and grooms trails, mows lawns and trims shrubbery, as conditions dictate, for all County grounds including County Parks.

- May assist in maintenance of the Wastewater Treatment Plan and wellhouse, including irrigation systems, at the Government Center Complex.
- May maintain and control the Leland Dam at Fishtown, as directed by the County Administrator or Maintenance Director, ensuring that the lake level is maintained in accordance with court order.
- May be on 24 hour call, as directed by the County Administrator or Maintenance Director, ensuring that County buildings and grounds are secured and safe for all foreseeable users.
- Performs related work as assigned or directed.

**Employment Qualifications:**

In addition to possession of a valid Michigan Operator’s license, the following is required:

Education: Work requires a level of knowledge of reading, writing and arithmetic below that normally attained upon High School graduation.

Experience: This is an entry-level classification. One year of building maintenance specific prior experience is required. One to three month orientation period.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to do the following:

- Stand; walk; use hand to finger, handle, or feel; reach with hands and arms; and talk or hear.
- Stoop, kneel, crouch, or crawl Must frequently lift and/or move objects of moderate to heavy weight.
- While performing the duties of this job, the employee frequently works near moving mechanical parts and/or heavy equipment. The employee is occasionally exposed to wet and/or humid conditions; high precarious places, fumes or airborne particles, toxic or caustic chemicals; bloodborne pathogens; outside weather conditions; risk of electrical shock and vibration. The noise level in the work environment ranges from quiet to loud during certain assignments.