



Public Works Operations Tech I- Facilities

Classified

LEVEL:

GREENLEE COUNTY

Established Date: March 1, 2021

JOB SUMMARY

Under supervision of the Assistant and Public Works Manager conducts janitorial duties in the following facilities: Clifton Courthouse/Annex, Duncan Annex, Airport, Public Works Office/Compound, Sheriff's Office Jail/Dispatch, Fleet Shop, Election Warehouse/Animal Control, Fairgrounds and County parks and fields. Will have regular contact with associate personnel, County departments, other agencies, vendors, contractors, and general public. Responsible for supervising inmate crews. May assist in the maintenance of these buildings and any minor equipment needed to complete various tasks.

ESSENTIAL JOB FUNCTIONS

- Custodial Duties.
- Building Inspections.
- Assist with labor and equipment operation.
- Assist with general building or grounds maintenance as needed.
- Care for lawns, trees, and shrubs; maintain playgrounds.
- Clean buildings; and keep parking lots, picnic areas, and other public spaces free of litter.
- Apply pesticide through sprays, dust, or vapors.
- Supervisor inmates.
- Perform routine preventive maintenance and ensure that machines run smoothly.
- Inspect drives, motors, and belts, check fluid levels, replace filters, and perform other maintenance actions.
- Communicate and act in a professional manner with the public, co-workers, and work contacts.

MINIMUM QUALIFICATIONS

- Any combination of education, training and experience equivalent to graduation from high school plus experience in labor or other construction trades
- Must possess and maintain a valid Arizona Driver License

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of custodial procedures
- Considerable knowledge of operating tools and equipment
- Knowledge of occupational hazards and safety precautions
- Considerable skill in the operation of equipment

- Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.
- Ability to perform duties independently that are appropriate and consistent with the level of the position.
- Ability to communicate issues clearly and concisely with staff both verbally and in writing.

PHYSICAL REQUIREMENTS

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate multiple pieces of heavy equipment for extended periods of time.
- Sufficient clarity of speech and other communication capabilities with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on a telephone, in normal range of conversation or in a group.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, lift at least 100 pounds.