

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: FEBRUARY 27, 2013**  
**CLOSING DATE: MARCH 12, 2013**

**DEPARTMENT:** Public Works Fairgrounds

**POSITION:** Building & Grounds Maintenance Worker

**LOCATION:** Globe

**JOB CODE:** 13-023

**ANNUAL SALARY:** \$25,688.00-\$31,304.00 DOE

### NATURE OF WORK

Performs unskilled and semiskilled maintenance and repair of buildings and grounds; and performs event preparation functions.

### DUTIES AND RESPONSIBILITIES:

- Prepares the Fairgrounds for a variety of public and private events/functions including the County Fair, horse races, rodeos, and weddings; assembles and disassembles structures for events; coordinates with the public and other relevant parties regarding the set-up of functions and events held onsite at the Fairgrounds.
- Performs a variety of highly semi-skilled maintenance and remodeling functions related to plumbing, carpentry, electrical, and mechanical services; performs welding functions as required; ensures work is carried out in compliance with departmental policies, procedures, building codes, and safety regulations; documents and maintains accurate maintenance records.
- Performs other maintenance such as painting and refinishing interior and exterior walls, ceiling and surfaces; alters and repairs building floors, roofs, walls and related structures.
- Assists in the construction, maintenance and repair of roads and structural components; pours and finishes concrete, constructs and repairs sidewalks, ramps, curbs, gutters, and drainage structures; lays asphalt, marks pavement, fills and seals cracks; operates light and heavy equipment used in construction work.
- Performs maintenance of county grounds by mowing, trimming trees and bushes, watering, fertilizing, pruning, and seeding grounds; installs and repairs sprinkler systems; operates hand tools, power tools and light equipment including edgers, trimmers, backpack blowers, riding and push mowers, tillers and ground sweepers.
- Picks up litter; collects trash; cleans walkways, restrooms, tables and benches; removes trash, cleans trash containers.
- Provides weekly updates to Emergency Management Department regarding Fairgrounds facilities; provides on-call assistance to Emergency Services department in the event of public emergency situations as required.
- Services and makes minor repairs to grounds maintenance equipment, including sharpening and maintaining hand and power tools, mowers and small equipment; performs scheduled maintenance for light to heavy diesel and gasoline tractors and trucks; transports, loads, and unloads supplies, tools, and equipment.
- May supervise the work activities of assigned personnel including temporary employees and Department of Corrections inmates.
- May perform night surveillance to ensure the security of Fairgrounds property.

### WORKING ENVIRONMENT:

The work environment may expose incumbents to a variety of hazardous and/or unpleasant working conditions, including: wet, rainy, cold, or hot weather, risk of electrical shock and exposure to chemicals. Work is also characterized by demanding physical labor, such as: lifting and carrying objects weighing up to 50 lbs.; continuous walking, occasionally on rough or uneven terrain; climbing into and out of vehicles, working at various heights above ground and in confined spaces; maintaining body balance in awkward positions.

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**EMPLOYMENT STANDARDS:**

High School Diploma or G.E.D. and three (3) years maintenance/construction experience; or equivalent combination of education, training and experience. A valid Arizona Driver's License. May require Department of Corrections Clearance if assigned to supervise inmate worker activities.

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

**Knowledge of:** Principles and practices of building/grounds maintenance; general maintenance and construction processes; maintenance/construction equipment and tools; carpentry, plumbing, electrical, and welding processes and standards; regulations governing the maintenance and construction of public buildings and facilities; County building codes; safety guidelines relevant to the operation of construction/maintenance equipment; event preparation activities; general supervisory principles and practices.

**Ability to:** Prepare Fairgrounds facilities for a variety of events and functions; coordinate with internal and external parties regarding events held on Fairgrounds property; maintain Fairgrounds facilities and buildings in top condition; perform a variety of skilled maintenance/construction functions; safely operate construction/maintenance tools and equipment; ensure compliance with departmental policies, safety regulations and building codes; maintain accurate maintenance records; communicate effectively and follow oral/written instructions; supervise the work activities of assigned personnel.

**Skills in:** Coordinating the preparation of Fairgrounds facilities for public and private events/functions; performing a variety of skilled maintenance and construction functions.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.