

**Beaver County, Pennsylvania**

**POSITION TITLE: Maintenance Unskilled M2**

**DEPARTMENT (S): Recreation and Tourism**

**There is currently a Full-Time Maintenance Unskilled M2 position open in the Recreation and Tourism Department. The position is Full-Time at \$26.58 per hour.**

**The discretion of the Beaver County Board of Commissioners will determine when the position will be filled.**

**GENERAL DESCRIPTION OF DUTIES**

Under direct supervision, the purpose of the position is to perform relatively unskilled and some semi-skilled maintenance tasks and/or projects. Employees in this classification perform general maintenance work below the full journey-level in a variety of building and/or construction trades. The work is performed under either a trades person or foreman and must be completed satisfactory.

**ESSENTIAL FUNCTIONS**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Receives verbal or written instructions from Director, Foreman or designated others.

Shovel or remove snow and ice from sidewalks.

Pick-up and empty refuse containers.

Sweep, broom, vacuum, and mop floors.

Wipe down walls and fixtures.

Pick-up and dispose of litter and debris such as logs and branches on County grounds.

Load and unload boxes and material from trucks and vans.

Wash County vehicles.

On Ice Responsibilities: Zamboni operations, edging, measuring of ice, general ice maintenance.

**MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed

**MINIMUM TRAINING AND EXPERIENCE**

High school diploma or GED, no previous experience and/or training is required, but must be proficient after one month of on the job training or 90 day probation will result (see contract).

**CERTIFICATES, LICENSES, AND EXPERIENCE**

Valid Pennsylvania driver's license is required.

## Maintenance Unskilled M2

### PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to assemble, copy, record, transcribe, collate, file, post data and/or information according to a prescribed schema or plan.

**Human Interaction:** Requires the ability to explain, demonstrate, show, help, orient, clarify within well established policies, procedures, and standards. Employee will be expected to work with others as well as individually.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference data and information.

**Functional Reasoning:** Requires ability to carry out detailed but uninvolved written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgement.

**Situational Reasoning:** Requires the ability to exercise the judgment required in situations characterized by repetitive or short cycle operations covered by set procedures or sequences.

**Physical Ability:** Tasks involves the regular and, at time, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and /or pulling of objects and materials of moderately heavy weight (50) pounds. Work involves light to medium physical labor and exertion.

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks are regularly performed with mild exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances. Involves indoor and outdoor work in all weather conditions.

**Attendance:** Regular attendance is required

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.