

MANISTEE COUNTY ROAD COMMISSION

JOB DESCRIPTION

TITLE: Building, Grounds & Fleet Maintenance

POSITION SUMMARY:

Under the supervision of the Fleet and Facility Supervisor, Maintenance Supervisor, and/or Manager. The employee in this job is responsible for the duties of proper repair and maintenance of all buildings and grounds, perform a variety of tasks in the maintenance and repair of the heating system, ventilation, air conditioning systems and will also be responsible for helping with the fleet maintenance.

The Building, Grounds & Fleet Maintenance Man is also responsible for some second shift road patrol duties, including investigating road and bridge conditions and for calling in additional employees when needed to assist with winter maintenance and/or to address emergency road or bridge situations in coordination with the supervisors.

EXAMPLES OF DUTIES:

The job duties listed are typical examples of the work performed by an employee in this position. These examples do not include all of the duties, which the employee may be expected to perform.

1. Areas of responsibility include all Road Commission buildings and grounds.
2. Carries out, documents, and maintains preventative maintenance schedules for building facility and safety systems.
3. Performs preventative maintenance tasks per schedules on Facility, Vehicles, and Heavy Machinery.
4. Inspects, repairs and maintains building and grounds.
5. Assists in monitoring and restocking inventory of parts and supplies.
6. Documents service and installation actions by completing electronic forms, reports, logs, and records.
7. Responsible for identifying, reporting and correcting all facilities issues related to safety & security.
8. Assist in the performance of snow removal, lawn care and other outside service.
9. Maintains professional positive attitude in all communications with, co-workers, management, and the public.
10. Maintains and repairs doors, windows, roofs, floors, drains, fences, grounds.
11. Operates tractors, power mowers, floor sweepers, trimmers.
12. Performs snow and ice removal, shovels snow from sidewalks, roadways, and parking lots by hand or snowplow, applies deicing agents by hand or using equipment.
13. Cleans grounds, walks, parking lots, and such facilities as garages, barns, lots.
14. Performs facility maintenance jobs using manual and power hand tools.
15. Cleans, repairs or replaces and paints or refinishes buildings, office and rooms.
16. Performs janitorial services.
17. Observes appearances and conditions of premises and equipment; reports needed repairs, safety hazards, or conditions requiring maintenance or repair.
18. Scrubs, strips, sanitizes, waxes, and buffs floors using powered machines equipped with rotating brushes.
19. Fleet Maintenance of Vehicles – Wash, Wax, Grease, Oil Changes and Tires when needed
20. Responsible for seasonal second shift winter road patrol on weekends, evenings, and holidays as needed and coordinates the winter maintenance operations with the supervisors, and other second shift winter maintenance employees, and calls in additional employees when needed to assist with the winter maintenance.
21. Investigates various road or bridge situations (such as fallen trees, sinkholes, etc.) when contacted by the supervisors or others and calls in additional employees when needed to address the situations.
22. Drive snow removal equipment consisting of truck equipped with adjustable snowplow, and plows snow and spreads sand/salt in icy conditions when needed to assist other Road Commission staff or when called in for overtime work
23. Inspects the entire facility including all buildings on a monthly basis and fills out the "Facility Checklist" form (and/or other forms provided) to document the conditions of the facility.
24. Inspects the fire extinguishers that are located within the facility, and in the pickups, trucks, and equipment at the required frequency, and documents the inspections.
25. Regularly inspects and tests the eye wash stations that are located within the facility, and documents the inspection and testing.
26. Mow the lawn when needed, unless the supervisor made arrangements for the mowing to be performed by another employee.
27. Test the facility fire suppression system on a weekly basis.
28. Maintains the lawn sprinkler system including pre-season startup, end of season winterizing (flushing the system with compressed air), and performs minor repairs and coordinates major repairs with the supervisor and the sprinkler system service repairmen.

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- 29. Assist Night Garage Man with duties as assigned.
- 30. And other duties assigned by management.

The above statements are intended to describe the general nature and level of work being performed by persons assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

WORK HOURS:

The regular shift for the Building, Grounds & Fleet Maintenance Man starts at 3:00 PM and ends at 11:00 PM daily (Monday thru Friday), except when Summer Hours; 4-10 Hour Days are worked. 4-10 Hour Days maybe worked from 2:00 PM to Midnight.

The Building, Grounds & Fleet Maintenance Man position also requires that the employee be available to work occasionally on Saturdays, Sundays, and holidays at times when requested by their supervisor, especially during the winter months and for weekend patrol.

ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA):

Physical Mobility

Ability to walk extended distances and climb stairs or ramps to access Road Commission and other work-related locations and facilities.

Vision and Sight

Ability to read instructions, directions, and similar written information in letters, memoranda, forms and other documents.

Hearing/Speaking

Ability to converse orally with telephones and radios to receive and communicate information to employees and the public.

Agility/Movement

Ability to lift, push, pull, and manipulate tools, equipment, supplies, and other objects, often weighing upwards to 80 pounds.

DESIRABLE QUALIFICATIONS:

A high school education, GED, or equivalent education preparation and four (4) years of experience as a truck and heavy equipment mechanic are desired. Experience in engine electronics on modern trucks and equipment, and welding is also desirable.

Ability to deal with public courteously and effectively, ability to work satisfactorily with, and supervise other employees, and the ability to maintain adequate files and documentation as required.

Must have the ability to work extended hours during the week and on weekends (Saturdays and Sundays), and holidays on an as-needed basis due to workload and weather conditions.

Some basic computer experience with Microsoft Excel and Word (or other comparable software) is also beneficial, but not mandatory.

SPECIAL REQUIREMENTS:

Must have and maintain a valid Michigan Driver's License, and a Commercial Driver's License (CDL), with endorsements (A) and (N) as required by law.

NOTE:

The above job description has been developed based on the guidelines defined by the Americans with Disabilities Act (1990).

DATE: September 12, 2024
Amended: February 2025