

Oklahoma Farm Bureau & Affiliated Companies Job Description

Job Title: Building Maintenance and Facilities Worker		Department: Maintenance	
Accountable to: Maintenance Manager		Issued: 10/2018	Revised: 3/2021
Grade Level: 9	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Seasonal	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	Position Details: <input checked="" type="checkbox"/> Individual Contributor <input type="checkbox"/> Supervisor/Manager (direct reports)

Primary Purpose: Maintains and repairs physical structures of buildings and assists in the maintenance of the property grounds by performing the following duties and as assigned by the Building Managers or the Director of Facilities.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Maintains and repairs buildings' plumbing and electrical systems, including replacing worn or defective parts such as switches and fuses. Receives written work orders or verbal instructions from supervisor.
2. Assembles and maintains physical structures, install or replace machinery, equipment, and new or replacement parts and instruments, using hand tools or power tools
3. Apply protective materials or replace parts to equipment, components, and parts in order to prevent defects and corrosion; Disassemble broken or defective equipment in order to facilitate repair; reassemble equipment when repairs are complete.
4. Assist in the maintenance of the property grounds, including mowing, caring for lawn and plants, and upkeep of sidewalks, parking lots, and other grounds features.
5. Assists Janitorial staff as needed. Cleans internal areas of buildings, including buffing, dusting, sweeping, mopping, and washing windows. Consolidate garbage and cardboard for recycling.
6. Paints interior and exterior walls and trim.
7. Occasionally operates heavy equipment such as a backhoe, skid loader, and forklift.
8. Assists other departments with moving furniture and unloading and storing supplies
9. Assists Director of Facilities in County Offices and fleet operations

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

1. Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences.
2. Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
3. Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
4. Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions
5. Planning/Organizing - Uses time efficiently.
6. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
7. Quality - Demonstrates accuracy and thoroughness.
8. Quantity - Completes work in timely manner.

9. Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
10. Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.
11. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
12. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED). Previous building maintenance work and/or an accredited degree and/or vocational degree is preferred. Electrical, Plumbing and HVAC experience highly preferred.

Skills and Knowledge

- **Language Skills**
 - Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.
- **Reasoning Ability**
 - Ability to apply common sense understanding to carry out simple one- or two-step instructions.
 - Ability to deal with standardized situations with only occasional or no variables.
- **Computer Skills**
 - Basic knowledge of computers is helpful but not necessary.
- **Certificates, Licenses, Registrations**
 - Current and valid driver's license with no moving violations in the last twelve months.
- **Other Skills and Abilities**
 - Knowledge of materials, methods, and the tools involved in the construction or repair of buildings or other like structures.
 - Strong mechanical aptitude with the ability to operate and maintain equipment and tools.
 - Ability to operate heavy machinery such as backhoe, skid loader, and forklift.
- **Other Qualifications**
 - Ability to work independently and with little supervision.
 - Ability to provide service to others and to work with co-workers in a friendly and professional environment.
 - Worker is expected to maintain regular attendance.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds.

Work Environment

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

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.