



LAKE COUNTY GOVERNMENT CENTER
2293 NORTH MAIN STREET
CROWN POINT, IN 46307

(Internal / External)

Department: Lake County Government
2293 North Main Street
Crown Point, IN 46307

Position: **Maintenance / Housekeeping Tech / GARY**

Classification: (Part-Time)

FLSA: (Non-Exempt)

Direct Reports: 0

Reports to: Building Superintendent and Maintenance Supervisor

Requirements: Must be 18 yrs. of age, high School diploma or equivalent. Must be a reliable worker who is able to perform routine tasks without supervision. Strong attention to detail is required. Previous experience in maintenance and/or housekeeping in light commercial setting. Must have a valid Indiana Driver's License with the ability to be insured or State ID. MUST BE ABLE TO PASS A BACKGROUND CHECK.

Purpose of Position/ Summary:

Responsible for helping maintain Lake County buildings and courthouses while assuring the highest degree of quality is being upheld at all times. Report to the Building Superintendent, Building Maintenance Supervisor or Building Manager who will thoroughly inspect areas and review areas of attention and provide daily assignments. Maintain building standards and safety procedures. May occasionally work evening and/or weekend hours, and respond to emergencies.

Essential Duties/Responsibilities:

What the job duties or responsibilities are:

- Perform building maintenance including light plumbing, carpentry, painting, and housekeeping.
- Monitor building condition daily and response to requests for repairs and cleaning.
- Practice safety procedures to insure safety of employees and public.
- Responds to alarms of building and process equipment, including elevator emergencies.
- Analyze, troubleshoot, repair and restore equipment to full operation.
- Maintain building structures in need of minor repair.
- Use of preventative maintenance procedures and work orders system
- Assist and coordinator with sub-contractors as needed
- Ability to lift 75 lbs., to assist with transfer of office or repair materials and equipment.
- Responsible for operation, preventative and emergency maintenance, and troubleshooting.
- May act as liaison to fire department emergencies during normal work hours.
- Assists with coordinating routine inspections.
- Use and care of proper hand tools and power tools.
- Assists with maintaining County storage areas.
- May assist in the Installation of rock, cement, lighting and furniture.
- Properly care for equipment and supplies.
- Notify supervisor of broken equipment or anything in need of repair.
- Maintains plumbing fixtures and assist in upkeep of restroom facilities.
- Sweeping and cleaning of all building maintenance office floors and surfaces.
- Perform minor repairs and maintenance of equipment utilized by maintenance department.
- Assists Building Superintendent and Maintenance Supervisor when needed.
- Assist with providing wheelchairs for people with disability and directs visitors throughout building.
- Ability to work with minimal supervision.

OTHER DUTIES:

Perform all other duties as required.

PHYSICAL REQUIREMENTS OF THE POSITION:

Must be physically capable of performing duties including lifting up to 75 lbs. Position requires full use of arms, hands, and legs. Must be able to bend, walk and reach overhead. Must be able to be on your feet most of the day, walking, bending, pushing, pulling; wear boots and other PPE as instructed. Must be capable of working a full shift and be able to occasionally change shifts for emergency situations.

RESPONSIBILITY FOR SAFEGUARDING ASSETS:

Make sure that all equipment and supplies are maintained and secured.

RESPONSIBILITY FOR RESULTS:

Work should be done on a consistent basis to the satisfaction of supervision, management.

KNOWLEDGE/SKILLS:

(High School Diploma its equivalent). Able to operate or willing to train on power equipment and hand tools.

SPECIFIC SKILLS INCLUDE:

Work cohesively with peers, supervisors, staff, and the general public.

All Resumes and applications must be sent to the Human Resources Department of Lake County

**Attn: Human Resources
2293 North Main Street
Crown Point, IN 46307**

Applications are located on the 3rd floor of the Government Center in the Human Resources