

NOTICE

There is a job vacancy in the **BAY COUNTY BUILDING AND GROUNDS DIVISION.**

JOB TITLE:	GENERAL LABORER/MAINTENANCE
RATE OF PAY	\$14.37 per hour entry, progressing to \$17.06 per hour after 2 years (TU07)

This is a full-time position with benefits as provided for within the USW full-time labor agreement, although union membership is voluntary.

GENERAL SUMMARY:

Under the direct supervision of the Buildings & Grounds Supervisor or designee. As a General Laborer, you will perform a variety of projects in conformity with the state/local building codes. Duties will include, but not limited to, painting, office revisions, building projects and semi-skilled repairs of machinery & equipment for all County facilities. Completes all maintenance requests in a timely manner and assists other County personnel when and/or where needed.

TYPICAL DUTIES:

1. Confers with Supervisor or Department Director to receive assignments, establish priorities, and schedule work with repair projects.
2. Estimates in conjunction with Supervisor, type, amount of materials and time necessary for job.
3. Ensures that all work performed under scope of project is in conformance to project specifications.
4. Coordinates work activity with other trades and maintenance personnel, e.g. plumbing, HVAC, electrical and building/carpentry.
5. Demonstrates knowledge of painting, types of paints/stains and the process of the application of painting.
6. Performs the normal duties of a rough and finish carpentry, building cabinets/shelfing, drywall work and roofing, with the ability to follow blueprints.
7. Participate in foundation construction, laying blocks, pouring cement and moving lumber.
8. Will set and stake grades for building sites, driveways, sidewalks, etc.
9. Performs minor plumbing repairs such as opening clogged drains, drinking fountains and repairing of plumbing fixtures, such as faucets, sinks, repairs broken pipes, etc.
10. Regularly uses power tools, e.g. saws, drills, compressors, generators, router, jointer, meter devices and various testers.
11. Serves as a laborer in such tasks as moving equipment and furniture. Assists maintenance personnel, completes maintenance work orders.
12. Snow plows County parking lots, shovels and/or salts sidewalks and facility entrances.
13. Frequently is placed on an on-call status for emergency repairs, performs building checks.
14. Directs temporary/seasonal workers that might be assigned to projects.
15. All other duties as assigned.

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

QUALIFICATIONS:

Must be a self-starter and team player. Must be able to follow directions and work with minimal supervision. Must have the ability to perform heavy labor. Must have basic computer skills. High school graduate or equivalent with knowledge of Blueprint reading. Must have knowledge in painting, carpentry, masonry, plumbing, maintenance skills, etc. Must possess a valid Michigan Operator's License.

PHYSICAL REQUIREMENTS:

This position requires climbing, standing, being mobile and/or bending for significant periods of time with the ability to move objects (furniture) according to the following weight frequency: Generally 50-100 pounds of force up to one-third of the time.

APPLICATION PROCEDURE:

Apply online at www.baycounty-mi.gov or in person/via U.S. mail at the Bay County Personnel Department, 515 Center Avenue, Bay City, MI 48708 no later than **4:00 p.m.Friday, August 12, 2016.**

Bay County is an Equal Opportunity Employer

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."