



MORRISON COUNTY

JOB DESCRIPTION

Job Title:	Facilities Operator
Department:	County Administration
Classification:	Grade 6
Reports to:	Facilities Manager
Supervises:	N/A
Telecommute:	Not available
Normal business hours:	Monday – Friday, 8:00 AM – 4:30 PM
Work Shift:	Varies
Union:	No
FTE Status:	1.0 Full-Time Equivalent
Last Reviewed:	01/2025

Nature of Work:

This position is responsible for maintaining the mechanical and safety systems for the government center, including the Jail. Duties include general maintenance, floor care, groundskeeping, snow removal and sidewalk maintenance.

Communicates with:

Internally – All staff.

Externally –Public.

Supervision:

N/A

Essential Work Functions:

- General grounds-keeping functions, including but not limited to, mowing, tree/debris removal, raking, watering
- General maintenance on the building, including various mechanical systems and HVAC equipment, plumbing and sewer.
- Monitors, inspects and performs minor repairs on equipment.
- Performs shop maintenance.
- Transports materials and equipment.
- Maintains snow and ice removal. Includes a rotating schedule for weekend coverage.
- Restocks and replenishes supplies including, but not limited to: toilet paper, hand towels, soap, and trash bags; takes inventory; informs supervisor of supplies needed.
- Maintenance of the locks and plumbing of the Jail area.
- Performs minor repairs, including light bulb replacement, painting, and related activities. Reports need for repairs to supervisor.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires specialized training beyond High School, but less than an associate degree.
- Valid Special Class Boiler's License.
- Two (2) years of experience required.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Understanding of the organization's goals and objectives.
- Strong interpersonal skills.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%-74%	75% or more
Office environment		X		
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Heavy (Over 60 pounds of force)		X		
Challenging or threatening behaviors		X		
Hazardous physical conditions			X	
Atmospheric Conditions			X	
Travel	X			
Hazardous materials			X	
Extreme temperatures			X	
Environmental			X	
Work with high detail/deadlines			X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

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

Employee Name: _____

Employee Signature: _____ Date: _____