

POSITION DESCRIPTION
BUILDINGS & GROUNDS DEPARTMENT

JOB TITLE	Maintenance Worker
JOB FUNCTION	Perform any combination of duties to maintain and repair the exterior property of all county facilities using a variety of machines, tools, and equipment. Also responsible for the maintenance of outside grounds.
DUTIES & RESPONSIBILITIES	<ul style="list-style-type: none"> • Cut grass and trim weeds on county property and parks, using lawn mower and weed trimmer. Dig flowerbeds and plant flowers using gardening tools. • Paint exterior walls and trim using paint and painting tools. • Spot-check all facilities and ground for routine maintenance needs. • Water, fertilize, and perform other functions related to the external appearance of Claiborne County buildings.
DESIRABLE KNOWLEDGE & ABILITIES	<ul style="list-style-type: none"> • Ability to operate and perform routine maintenance on mowers, clippers, and other grounds maintenance implements; and supervise the work of others responsible for like work. • Ability to understand and follow safety rules and procedures. • Ability to work with minimum or no supervision.
REQUIRED EDUCATION & EXPERIENCE	Minimum: High school diploma or equivalent plus four years experience in a related field.