

Maintenance Worker/Dog Warden
Reports to County Commission/County Administrator

Summary

The Maintenance Worker/Dog Warden performs duties required in maintaining the building and grounds at all locations owned by the Preston County Commission and when necessary responds to calls to stray dog complaints, performing animal care, feeding and medicating and cleaning, assist Humane Officer and assists with animal euthanasia. The work involves working outdoors, working indoors, working with other employees, working with the public, driving, lifting. The position involves independent thinking and decision making. Problems encountered range from routine to complex in nature.

Duties and Responsibilities

- General maintenance duties including but not limited to adjustments and minor repairs to HVAC, plumbing and electrical systems
- Performs landscaping
- Performs light carpentry
- Performs minor auto repairs
- Operates snow removal, including plow truck and snow blower
- Performs animal care, including but limited to feeds, medicating animals and cleaning kennels
- Checks each animal for injuries and physical condition and documents findings
- Assists Humane Officer under the protocol established
- Assists in performing animal euthanasia
- Performs other duties as required

Knowledge, Skills, and Abilities

- Knowledge of maintenance equipment
- Knowledge of yard care machinery
- Knowledge of basic electricity, plumbing
- Knowledge of snow removal equipment including plow truck and snow blowers
- Ability to operate lawn mower,
- Ability to climb ladders and lifting
- Knowledge of animal care
- Computer skills are preferred but no required
- Ability to fill out paperwork pertaining to job
- Ability to drive a truck

Work Environment

- Works 40 hours per week, sometimes in split or non-standard shifts
- Shared on call duties
- May sometimes work weekends and/or holidays
- Work is inside and outside
- Drives to plow snow, run errands, to make purchases

Physical Demands

- Demonstrate manual dexterity and fine motor skills
- Work demands one to be up and down a lot in the course of the day
- Physical strength is necessary for carrying items and equipment, lifting or carry more than 50 pounds.

Qualifications

- **Education & Experience:** A high school diploma or equivalent is required along with preferred emphasis in building trades in high school classes. One (1) to three (3) years experience in maintenance is preferred. Experience with large and small animal care is also preferred.

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