



## Justice Center Building Maintenance Technician Building and Grounds

BG/4 - 629

### JOB SUMMARY

This position supervises and participates in the maintenance of the Justice Center buildings. An individual may be assigned to supervise the work of a crew of Building Maintenance Workers.

### MAJOR DUTIES

1. Participates in the remodeling of county offices.
2. Participates in the new construction projects.
3. Participates in the pouring of concrete.
4. Assists subcontractors as needed.
5. Participates in the repair of HVAC systems.
6. Completes required reports.
7. Participates in the remodeling of county buildings and facilities to conform with ADA requirements.
8. Participates in the installation and repair of irrigation systems.
9. Participates in the installation and repair of electrical systems.
10. Participates in the maintenance and repair of plumbing systems.
11. Participates in the painting of county buildings.
12. Participates in the repair and maintenance of building roofs.
13. Tests and inspects all life safety devices.
14. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of construction materials, methods, and standards.
2. Knowledge of building and grounds maintenance procedures.
3. Knowledge of hand and power tools.
4. Skill in the operation of assigned vehicles, tools, and equipment.
5. Skill in interpersonal relations.
6. Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Building Maintenance Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include building codes and ADA standards. These guidelines are generally clear and specific, but may require some interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of related supervisory and maintenance duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to supervise and participate in the maintenance of the Justice Center. Success in this position contributes to a safe and well-maintained work environment for county personnel.

### CONTACTS

- Contacts are typically with co-workers and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office, stockroom, warehouse, or outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and occasional cold or inclement weather.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position may have functional supervision over an assigned crew of personnel.

### **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

### **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

### **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

### **DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.