

LEE COUNTY , GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: FACILITIES MAINTENANCE TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform custodial and maintenance of County buildings, equipment, grounds and facilities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs custodial duties such as cleaning restrooms, meeting rooms and offices; vacuums and shampoos carpets; sweeps, mops and waxes floors; empties trash receptacles; cleans risers and seats; cleans brass fixtures; washes and cleans windows, launders and hangs drapes.

Serves as lead worker and monitors the work of part-time custodians and community service workers.

Monitors cleanliness of facilities and performs custodial duties as needed.

Restocks rest rooms with appropriate supplies, monitors inventory and assists in ordering janitorial supplies.

Prepares stages, arranges tables, chairs and podiums, and performs other work to prepare facilities for scheduled events and meetings; reads floor plans & blueprints.

Operates and uses a variety of equipment and tools in performing custodial and technical duties including scrubber, buffer, forklift, vacuum, blowers, carpet cleaner, welder, and hand tools.

Works various shifts, days, evenings, weekends and holidays.

May operate a motor vehicle and two-way radio in the performance of duties.

ADDITIONAL FUNCTIONS

Runs errands and picks up supplies as needed.

May assist with routine building maintenance as needed to include painting; repairing tables, chairs and doors; may assist other staff as needed.

May serve as courier for department.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED supplemented with up to six months previous experience or training. Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job is acceptable. Must possess a valid Georgia Driver's license. Preference will be given for electrical, plumbing, and/or HVAC experience.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or deviating from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the equipment, machinery, tools, and materials used in performing essential functions.

Verbal Aptitude: Requires the ability to communicate a variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division. May include counting, recording data, and basic measuring.

Functional Reasoning: Requires ability to apply common sense understanding to carry out basic instructions. Involves routine work, with minimal latitude for exercising independent judgment.

Situational Reasoning: Requires the ability to exercise the judgment required in situations limited by specific instructions, where there is little or no room for independent action.

ADA COMPLIANCE

Physical Ability: Tasks involve the regular and, at times, sustained performance of physically demanding work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling of moderately heavy objects and materials (50+ pounds).

Sensory Requirements: Tasks require visual perception and discernment. Some tasks may require the ability to perceive and discern colors or shades of colors, sounds, odors, depths, and textures.

Environmental Factors: Tasks risk exposure to such adverse environmental conditions as strong odors, toxic agents and chemicals, dust, pollen, insects, mice, dirt, wetness, humidity, fumes, temperature and noise extremes, machinery, vibrations, violence, traffic hazards, electricity, disease, live/dead animals, raw sewage, blood, pathogenic substances, nails, glass or other sharp debris.

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