



Building Maintenance Worker Facilities

FAC/3

JOB SUMMARY

This position is responsible for participating in the maintenance of county buildings and facilities.

MAJOR DUTIES

- Makes routine plumbing repairs.
- Makes routine electrical repairs.
- Performs a variety of carpentry tasks.
- Makes roof repairs.
- Installs glass and screens.
- Repairs kitchen appliances.
- Installs and repairs irrigation systems.
- Installs and maintains landscaping.
- Supervises assigned inmates and community service workers.
- Cleans county buildings.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of building maintenance.
- Knowledge of building, electric and plumbing codes.
- Knowledge of safe work practices.
- Knowledge of supervisory principles and practices.
- Skill in prioritizing and organizing work.
- Skill in the repair and maintenance of building systems.
- Skill in the reading and interpretation of blueprints and construction drawings.
- Skill in the use of hand and power tools.
- Skill in the use of grounds maintenance equipment.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Building Maintenance Crewleader 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, safety procedures, equipment maintenance and repair manuals, and county policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related maintenance duties. The variety of systems to be maintained contributes to the complexity of the position.
- The purpose of this position is to participate in the maintenance of county buildings and grounds. Successful performance results in well maintained and safe county facilities.

CONTACTS

- Contacts are typically with co-workers, contractors, vendors, inmates, community service workers, and members of the general public.
- Contacts are typically to give or exchange information, provide services, resolve problems and motivate persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in county buildings and outdoors. The employee may be exposed to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and cold or inclement weather. The work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position supervises the work of assigned inmates and community service workers.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- 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 license issued by the State of Georgia for the type of vehicle or equipment operated.