



Building Maintenance Technician

Building and Grounds

BG/7 – 637, 641

JOB SUMMARY

This position performs general maintenance and repair work on buildings, equipment, grounds, and related facilities; and performs semi-skilled manual work involving building maintenance, plumbing, electrical, carpentry, painting and drywall, masonry, custodial or other maintenance projects. An incumbent in this position may be designated "Building Maintenance Technician I" or Building Maintenance Technician II".

MAJOR DUTIES

1. Performs regular inspection of county facilities, equipment, etc.
2. Performs various tasks involving general building maintenance, carpentry, masonry, or construction/office remodeling: paints interior and exterior surfaces; performs general concrete work, plaster applications and places sheetrock; removes, repairs, and replaces floor/ceiling tile; inspects, installs and repair roofs; installs, adjusts, and repairs doors and hardware; replaces windows, doors, and glass panes; lubricates hardware; performs locksmith duties; and performs related maintenance and repair activities.
3. Performs various routine electrical tasks: troubleshoots electrical problems; installs electrical receptacles and switches; repairs electrical components; trips or replaces breaker; and replaces light bulbs and ballasts. Assists in the maintenance of athletic field lighting systems.
4. Performs various plumbing tasks: troubleshoots plumbing problems: installs and repairs plumbing fixtures; clears and unblocks water lines and drains; repairs toilets, sinks, faucets, drinking fountains, etc. solders pipes; and repairs plumbing leaks. Assists in the repair and maintenance of septic systems.
5. Performs scheduled in-depth preventative maintenance and service/repair of HVAC mechanical systems and sub- systems, pneumatic and DDC control systems, air-handling evaporation systems, chillers, rooftop equip., split systems, window units, heating/cooling water circulation systems, relater fans, piping, pumps, and other components- *Specific to a Building Maintenance Technician II*
6. Troubleshoots defective HVAC systems and equipment to make diagnoses. *Specific to a Building Maintenance Technician II*
7. Ensures condensation drain lines are free of debris and are draining properly. *Specific to a Building Maintenance Technician II*
8. Performs emergency repairs promptly and efficiently. *Specific to a Building Maintenance Technician II*
9. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of facility maintenance practices in a variety of different trades such as electrical, HVAC, plumbing, painting, carpentry, mechanical repair, welding and masonry.
2. Knowledge of the safe use of tools, machinery, equipment and supplies used in facility maintenance
3. Knowledge of occupational hazards, safety requirements, and OSHA regulations as they apply to public facilities.
4. Skill in maintaining effective relationships with co-workers, employees, customers, vendors, and outside agencies.
5. Ability to communicate effectively orally and in writing.
6. Ability to check blueprints, repair manuals, parts catalogs, etc.- *Specific to a Building Maintenance Technician II*

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 maintenance duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to assist in the maintenance of county buildings. 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

None.

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.
Building Maintenance Technician II- Possession of a Universal Refrigeration Certificate.

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 workplace 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.