

CITY OF PERRY, GEORGIA

JOB ANNOUNCEMENT

POSITION OPENING: 20-38 **Post Dates:** 6/08/20 – 6/22/20

Title & Salary Range: Building Maintenance Technician I - \$27,800-\$39,500 or
Building Maintenance Technician II - \$29,000-\$41,075 or
Building Maintenance Technician III - \$32,000-\$45,275
(Classification will depend on experience & certifications)

Location: Department of Public Works

Term of Appointment: Regular full-time

Probationary Period: 12 months

GENERAL NATURE OF WORK:

Employees in this class perform a variety of semi-skilled & skilled building trade duties in support of the maintenance & repair of municipal buildings & facilities, including carpentry, remodeling, painting, plumbing, electrical & a variety of other building maintenance work requiring operation of a variety of hand, power & shop tools.

ESSENTIAL JOB FUNCTIONS:

- Performs general maintenance as necessary to service & repair City facilities including mechanical systems & equipment, heating, ventilation, air conditioning, security, lighting, generators, fire systems, electronics, plumbing, electrical systems & carpentry.
 - o Performs preventive maintenance & minor repairs on HVAC & lighting systems.
 - o Performs plumbing operations necessary to install, remove or repair toilets, sinks & other related equipment.
 - o Repairs & replaces windows, doors, locks & other door closures.
 - o Repairs furniture, cabinets, shelves & performs other carpentry projects.
 - o Inspects & oversees mechanical systems & equipment, heating, ventilation, air conditioning, security, lighting, generators, fire systems, electronics, plumbing systems & carpentry work.
 - o Inspects building structures & systems to anticipate future problems & reports such results as needed.
- Receives work orders; plans & coordinates routine or recurring maintenance & repair projects. Requisitions supplies, materials, tools & equipment needed to fulfill duties & complete assignments. Establishes priorities & schedules work allowing for unscheduled projects that may occur.
- Inspects & oversees mechanical systems & equipment, commercial boilers, heating, ventilation, air conditioning, security, lighting, generators, fire systems, electronic, plumbing systems & carpentry work. Performs maintenance & repairs within area of skill & assesses need for outside contractors to perform maintenance, repair or replacement activities.
- Inspects building structures & systems to anticipate future problems & report such results as needed. Performs preventative maintenance activities.
- Ensures proper painting & lighting; conducts emergency repairs & replacements of broken windows, doors, locks, pipes, water heaters, etc.
- Maintains computer list for rotation of furnace/air conditioner filters, cleaning of carpets, fire system checks, etc. throughout all City buildings & facilities.
- Performs or participates in remodeling & other projects as required including coordinating with outside contractors as needed & authorized.
- Performs framing, rough & finish carpentry to erect small structures, partition interior spaces, frame & trim doors & windows, & build or repair floors.
- Performs drywall installation & repair; measures & cuts drywall according to established specifications; finishes joints with proper compounds & tape; sands surfaces in preparation for texturing & painting.
- Occasionally assists custodians with cleaning common areas, stairwells, offices, restrooms & kitchens. This includes vacuuming, mopping, dusting, window washing, emptying trash & all other related cleaning procedures.
- Responsible for ensuring all work & activities are performed safely & in accordance with City policy.

- Responds to public inquiries in a courteous manner; provides information within scope of knowledge or refers to other employees as appropriate.
- Completes all required paperwork to include work orders & monthly reports.
- Other tasks as assigned.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, & ABILITIES)

- Considerable working knowledge of building repair and maintenance especially in the areas of HVAC, plumbing, electrical and construction. Manipulative skills and ability to operate all tools and equipment required to perform duties.
- Ability to read and comprehend simple instructions; write simple correspondence; present information in one-on-one situations (e.g., to supervisor, co-workers, etc.). Ability to apply detailed written and oral instructions.
- Ability to read and interpret general documents including safety rules, safety instructions and information related to the position.
- Ability to perform general math functions, including addition, subtraction, multiplication and division as needed.
- Ability to communicate effectively, both orally and in writing.
- Ability to set priorities and accomplish work activities with a minimum of supervision and be able to develop and maintain harmonious working relationships with others, both inside and outside the organization.

WORKING ENVIRONMENT & PHYSICAL DEMANDS:

- Class A criteria job demand.
- Work is performed indoors & outdoors under dirty, uncomfortable, noisy & hazardous conditions & in all types of weather conditions.
- Duties requires good hand-eye coordination & the ability & stamina to perform heavy manual physical labor, move items weighing in excess of 50 lbs. on a repetitive basis, as well as the ability to crawl, climb, bend, twist, stoop, kneel & to maintain such activities throughout a work shift.
- Work also involves equipment operation in residential areas as well as in heavy traffic.
- Weekend, holiday & after-hours work are sometimes required, as well as after- hours response & emergencies.

MINIMUM QUALIFICATIONS:

Building Maintenance Technician I

- Zero to three (3) years increasingly responsible experience in building maintenance operations; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities to perform this job.
- Must possess & maintain a valid GA Driver’s License throughout employment.
- Must maintain an acceptable Motor Vehicle Record (MVR) throughout employment.

Building Maintenance Technician II

- High school diploma or GED required.
- Three (3) years increasingly responsible experience in building maintenance operations; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities to perform this job.
- Must possess & maintain a valid GA Driver’s License throughout employment.
- Must maintain an acceptable Motor Vehicle Record (MVR) throughout employment.

Building Maintenance Technician III

- High school diploma or GED required.
- Five (5) years increasingly responsible experience in building maintenance operations; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities to perform this job.
- Must possess & maintain a valid GA Driver’s License throughout employment.
- Must maintain an acceptable Motor Vehicle Record (MVR) throughout employment.

This position requires pre-employment, post-accident, & random drug screening.

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER
& A CERTIFIED DRUG FREE WORKPLACE**