

## **City of Grovetown – Job Description**

**Department: Leisure & Rec Services**

**Job Title: Building Maint. Worker**

**Salary Grade: 8**

**Job Status: Full time - Hourly – Monday – Friday**

**Reports to: Facilities Manager**

**Subject to Employee Benefits: Yes**

**Purpose of the Position:** The purpose of this position is to perform maintenance and repair duties associated with all city buildings; and perform a variety of semi-skilled work including but not limited to minor electrical repairs, carpentry, HVAC maintenance, plumbing, light fixture maintenance, sheet rock repairs, painting, ceiling and roof maintenance; picking up supplies; and landscaping and housekeeping duties; and other duties as assigned. This position reports to the Facilities Maintenance Manager.

**Examples of Duties:** Duties include but not limited to the following:

(Scope of work)

Performs routine housekeeping duties in specific buildings.

Coordinates moves within or between city buildings.

Makes repairs to furniture.

Maintains fencing and makes repairs or new installation as needed

Makes minor glass repairs; insures all windows and doors are in secure working order.

Makes routine inspections of fire extinguishers and corrects any fire code violations.

Insures that all city building have appropriate signage.

Reacts to storm emergencies and assist other departments if needed.

Confers with Facilities Manager and makes recommendations for maintenance and repair work.

Performs other duties as assigned or required of the program.

Works on call as needed.

### **Knowledge, Skills and Abilities:**

Knowledge of the location of all city owned or rented buildings.

Knowledge and skill in performing routine facility repairs.

Knowledge and skill in reading and interpreting the ADA law.

Knowledge and skill in maintaining inventory and ordering supplies.

Knowledge of appropriate materials/parts used in building maintenance.

Knowledge and skill in securing warranty/guarantees on equipment and systems.

Knowledge of city policies and procedures related to operation of the department.

Knowledge and skill in evaluating worthwhile projects.

Knowledge and skill in prioritizing work load and assignments.

Knowledge of safety regulations.

Knowledge and skill in developing policies that pertain to the department.

Knowledge of budget requirements/purchasing policies.

Knowledge and skill in operating and maintaining heavy and light equipment.

Skill in making dry wall repairs.

Skill in housekeeping duties.

Skill in maintaining maintenance logs on city HVAC equipment.

Skill in painting and coordinating paint colors.  
Skill in sign repair.  
Skill in identifying safety hazards.  
Skill in following oral and written instructions.  
Skill in maintaining large and small equipment.  
Skill in using hand tools, power tools and saws.  
Skill in performing basic safety regulations.  
Skill in performing basic mathematical computations.  
Ability to understand oral and written instructions.  
Ability to read, write and speak English.  
Ability and skill to deal courteously and tactfully with fellow employees and general public.  
Ability to establish and maintain effective working relationships with employees, officials and general public.

**Complexity:** Incumbent follows established rules, guidelines and policies and makes suggestions or recommendations for updates and changes. Incumbent must have the ability to understand the scope, functions and job duties with minimal instruction and will receive general instructions from the Facilities Maintenance Manager. Incumbent must apply good judgment in matters relating to the department.

**Contacts:** Contacts are generally with city employees and members of the general public. The purpose of these contacts is to render services, provide or exchange information to the general public.

**Guidelines:** Guidelines of the City of Grovetown may require the employee to use some latitudinal judgment in accomplishing the overall goals and objectives of the department. The Incumbent must convey information to other employees regarding matters of interest pertaining to building maintenance and repairs.

**Physical Demands:** Position requires frequent lifting of items weighing more than 75 pounds, bending, stooping, crouching, crawling, and climbing. Incumbent must be in good physical condition and possess high degree of manual dexterity and be able to distinguish between shades of color.

**Supervisory Controls:** This position works under the direct supervision of the Facilities Maintenance Manager and would receive training from the same. Work is somewhat routine and the Facilities Maintenance Manager would communicate duties and monitor work performance as work progresses.

**Work Environment:** Work is typically performed indoors and outdoors and incumbent is exposed to noise, traffic, grease, dirt, dirty water, unsanitary trash, smoke, rotting leaves and trees. Incumbent may be exposed to severe weather conditions in an uncontrolled environment.

**Requirements:** Employee must possess and maintain a valid state driver's license.  
Employee must have one to two years' experience working in a similar job.  
Employee must possess a high school diploma.  
Employee must be at least 18 years of age.  
Employee subject to a pre-employment background check and drug screen.  
Employee must follow all policies, rules and regulations of the City.  
Tech school helpful.

12/10/2018 HR – Disclaimer: Job description statements are intended to describe the general nature and level of work being performed assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position.

Equal Opportunity Statement: The City of Grovetown is an Equal Opportunity Employer and does not discriminate against any employee based on race, color, sex, sexual orientation or national origin, or individuals with disabilities.