

BUILDING / GROUNDS MAINTENANCE TECHNICIAN III

MAJOR FUNCTIONS

This position involves very frequent physical labor in semi-skilled to skilled work in the continuous maintenance, repair and custodial care of county buildings and grounds. Employees perform essential functions as outlined herein according to the department, division or functional assignment area.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Performs light to medium carpentry work that may involve working with wood products, measuring, cutting, and nailing wood in the repair and maintenance of doors, windows, casings, framing, steps, boat and fishing docks, fencing, and door / window screen repair.
- Work may include minor repair and maintenance of electrical systems, changing of light bulbs, reset circuit breakers, reset water and sewer system, alarms, battery replacement in smoke and fire alarms, repair of small powered hand tools, changing air conditioning filters.
- Work may include installation in new construction and remodeling, maintenance, trouble shooting and repair of plumbing fixtures, water lines and sewer lines. Makes minor repairs such as replacing or repair to, o-rings, handles, valve flaps, shower heads, hose bibs, irrigation systems, faucets, drain traps, toilet seats, unplugging clogged sewer / drain lines / toilets, clean and changing water system filters, reset water and sewer station alarms.
- Work may include the pressure washing of buildings, walkways, seats, piers, docks and other structures for the purpose of cleaning. Light to medium painting of inside and outside of buildings and other structures, that may involve the use of all types of paints and other solvents for the purpose of cleaning and painting.
- Perform all custodial functions including, cleaning and sanitizing, cleaning windows and floors, vacuuming carpets, and emptying trash receptacles. Set up and take down tables and chairs for large groups using rooms at assigned facility. Dust walls, baseboards, furniture and office equipment as well as strips and waxes floors using professional cleaning equipment and chemicals.
- Perform manual labor and operates light to heavy duty equipment which may include the operating of a back hoe, front end loader, roll off truck, dump truck, bat-wing mower, PTO driven mowers, augers, various size riding and push type mowers, light to heavy duty tractors with various type of general grounds maintenance attachments. Includes the operation and use of all type of grounds maintenance equipment, such as weed eaters, chainsaws, cutting and trimming chippers, large and small power tools, hand tools.
- Performs general preventive maintenance on facilities maintenance and grounds maintenance equipment.
- Performs care of all general ground maintenance work which may include the mowing , raking

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of leaves, trash removal, removal of fallen or broken tree limbs, trims both plants and trees, weed flower beds,

- May be required to maintain swim areas both beach and swimming pools, buoys and signage. Performs pool maintenance encompassing cleaning, checking water samples, and adding chemicals, cleaning tiles, skimming pools, performing deck maintenance, cleaning, changing and making minor repairs on filters.
- Will work with Facilities Management staff to perform larger projects as needed.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Moves office furniture and performs emergency or accident cleanup.
- Performs other tasks as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with employees of other departments in the County on a limited basis, and with other employees of the unit, citizens, and customers of the department on a daily basis. Service is provided in person.

SUPERVISION

May require directly and regularly supervising work of a relatively small number of employees with no indirect supervision. Includes assigning, directing, evaluation and reviewing work of subordinate employees. Responsibilities include providing on the job training, evaluating job performance, promotion, or status changes.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience.

High school diploma or general education degree (GED); and three years experience. One year grounds keeping, one year supervisory, and one year building trades experience is required. Training and experience may include combination of courses, apprenticeship, or on the job training.

Licenses.

Depending on area of assignment, possession of a valid Class B Florida CDL with airbrake endorsement may be required. Hazmat Endorsement may be needed for some locations.

JOB SKILLS

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills, and ability required.

Language Skills

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Problem Solving Ability

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Requires some judgment in selection of procedures, methods, or tools, equipment to own work to accomplish tasks.

Specialized Skills

- General knowledge grounds keeping and custodial cleaning techniques.
- Ability to communicate orally.
- Ability to operate equipment safely.
- Can explain policies, procedures to others as lead worker.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

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Machinery and Equipment

While performing the duties of this position, the employee will be required to operate the following machines and equipment: push mowers, riding mowers, weed eater, trimmer, edger, pool brush, leaf rake, pool skimmer, floor stripper and buffer, and a variety of hand tools used in the trade.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to climb or balance, stoop, kneel, crouch, or crawl, taste or smell, and to lift up to 50 pounds; will regularly be required to reach with hands and arms, and to lift up to 25 pounds; and will frequently be required to stand, walk, use hands to finger, handle, or feel, talk or hear. Vision requirements are close, distance, color, and peripheral vision; depth perception; and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to be exposed to high precarious places, fumes or airborne particles, and risk of electrical shock; will regularly be required to be exposed to moving mechanical parts, toxic or caustic chemicals, outdoor weather conditions, and vibration. The typical noise level for this environment is loud.

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Pay Grade: 10	Status: NE
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