

GENERAL MAINTENANCE TECHNICIAN

MAJOR FUNCTION

This is a semi-skilled manual labor in public works and maintenance activities and manual labor in general custodian and grounds keeper functions for the repair and maintenance of the Marion Oaks grounds and facilities.

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.

- Perform the following work: install street signs, asphalt, patching, and mow road shoulders.
- Performs painting, carpentry, plumbing, electrical system, air conditioning and heating, cleaning and landscaping tasks.
- Performs general building maintenance which includes, but is not limited to, cleaning, simple carpentry, plumbing, electrical and other construction work.
- Works on a schedule and an on-call and survey of need basis.
- Performs occasional cutting and trimming of grass areas.
- May maintain a playground area, including weed removal, leveling of sand, fence upkeep, and removal of debris on an on-call or survey of need basis.
- Performs weeding of all non-grass areas adjacent to buildings, parking lots, and picnic areas.
- Trim trees and fertilizes.
- Maintains and repairs signs and fences in parking lot and around fences.
- Repair and maintenance of the Marion Oaks Community Center facility.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

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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 other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

This position has no supervisory responsibility.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience.

High school diploma or general education degree (GED); or one year related experience and/or training; or equivalent combination of education and experience.

Licenses.

Possession of a valid Florida Driver License.

JOB SKILLS

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 interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports.
- Ability to speak effectively before customers or 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.

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- 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 instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records, and procedures to others as lead worker.
- Requires judgment regarding use of equipment, tools or material.

Specialized Skills and Abilities

- Basic knowledge of painting, carpentry, plumbing, electrical systems, air conditioning and heating systems, cleaning, and landscaping.
- Some knowledge of tools used in maintenance and construction.
- Ability to operate trucks, light automotive equipment, and tractors.
- Knowledge of safety regulations and hazards related to equipment use.
- Ability to perform heavy manual labor.
- 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.

Machines and Equipment

To accomplish the tasks of this position, the employee will be required to use power tools, lawn equipment, and a golf cart to accomplish tasks.

PHYSICAL DEMANDS

While performing the duties of this job, this employee will occasionally be required to sit, climb or balance, talk or hear, taste or smell, and lift up to one hundred pounds; will regularly be required to stoop, kneel, crouch, or crawl; and will frequently be required to stand, walk, use hands to finger, handle or feel, reach with hands and arms, and lift up to twenty-five pounds. Special visual

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requirements include: close and distance vision, depth of 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, this employee will occasionally be required to work in wet or humid conditions, in high precarious places, near fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock, and will regularly be required to outdoor weather conditions. The typical noise level for this environment is moderate.

Established: 10/99	Category: 8
Pay Grade: 4	Status: NE
Job Description Number: 8023	Revised: 6/2003