

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To be successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### MUNICIPAL FACILITIES TRADES TECHNICIAN I / II

**Department:** MSTU  
**Pay Grade:** 205 /209  
**FLSA Status:** Non-Exempt  
**Job Class:** 7135  
**Risk Code:** 9015

#### JOB SUMMARY

Responsible for performing very frequent physical labor in unskilled and semi-skilled work in the maintenance and repair of Municipal Service Taxing Unit (MSTU) facilities, buildings, and grounds.

#### ESSENTIAL JOB FUNCTIONS

- Makes minor repairs involving wood working, including measuring, cutting, nailing and gluing wood, installing windows, doors, framing offices and repairing roofs. Uses small power tools including saws and drills and operates backhoe and front-end loader.
- Makes minor repairs to air conditioning and heating systems, changes filters, lubricates motors, compressors, and resets thermostats. Assists in the installation of new heating and air conditioning systems and duct work. Uses small power tools, including silver solder acetylene welders.
- Paints and cleans interior and exterior of buildings including windows, walls, doors, and eaves, pressure washes outside walls. Spray paints metal cabinets and stains furniture.
- Operates pressure washing and spray painting machines, uses paints, solvents and chemicals related to the painting trade which may contact skin.
- Makes minor repairs to electrical systems, motors, wiring, machinery, and small appliances, including hydraulic and electric door closers. Uses small hand tools and changes light bulbs and ballasts. Re-keys locks.
- Makes minor repairs to plumbing fixtures, well pumps, such as replacing washer on faucets, unplugging toilets, sink drains, sewer lines and water lines, locating water leaks inside, and outside buildings. Assists in the installation of plumbing fixtures for new construction and remodeling.
- Obtains oral and written quotes in the procurement process of parts, materials, and equipment according to County policies.

- 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, and changing and making minor repairs on filters.
- Performs care of all general ground maintenance work which may include the mowing, raking of leaves, trash removal, removal of fallen or broken tree limbs, trims both plants and trees, and weeds flower beds.
- Responds to emergency and after-hours calls on nights and weekends.
- Pours concrete slabs, walls, steps, lays carpet and vinyl.
- Procures supplies for building maintenance.
- Moves office equipment and furniture.
- May supervise Jail inmates and trustees per Sheriff's Department guidelines.
- Provides 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.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### SUPERVISION

This position may perform as a lead worker for a group of employees. May review the work product of others; provide direction, guidance, advice, and assistance to others on work assignments and ensure work assignment(s) is/are completed as instructed, contacting supervisor for any questions or further direction.

### QUALIFICATIONS

<b>Requirements</b>	<b>Municipal Services Facilities Trade Technician I</b>	<b>Municipal Services Facilities Trade Technician II</b>
Education	HS Diploma / GED	HS Diploma / GED
Florida Driver License	Required	Required
Certifications	<ul style="list-style-type: none"> <li>• Certified Pool Operator Certification</li> <li>• Respirator Certification</li> </ul>	<ul style="list-style-type: none"> <li>• Certified Pool Operator Certification</li> <li>• Respirator Certification</li> <li>• Universal EPA certification for safe handling and recovery of refrigerants</li> </ul>
Experience	5 years building trades experience and/or training; or equivalent combination of education and experience	7 years building trades experience and/or training; or equivalent combination of education and experience
Pay Grade	205	209

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- 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.
- 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.
- 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.
- Ability to exercise some judgment in selection of procedures, methods, tools, or equipment to own work to accomplish tasks.
- Knowledge of carpentry, air conditioning and heating systems, electrical systems, painting, and plumbing systems.
- Knowledge of gardening and ground maintenance principles and practices.
- Knowledge of tools, materials, and equipment used in grounds maintenance.
- Knowledge of traffic regulations and practices followed in the safe operation of light motorized equipment.
- Knowledge of the safe materials handling principles associated with grounds maintenance and equipment operations.
- 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.

### **PHYSICAL DEMANDS**

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to sit; will regularly be required to climb or balance, 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 talk or hear.

### **WORK ENVIRONMENT**

Work is performed primarily in various outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts, risk of electrical shock, and human and animal waste while performing sewer line repairs and cleaning; and will regularly be exposed to high precarious places. The employee will frequently be exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and extreme cold and heat.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

***E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.***