

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, 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.

BUILDING AND GROUNDS MAINTENANCE TECHNICIAN III

Department: MSTU
Pay Grade: 204
FLSA Status: Non-Exempt
Job Class: 7081
Risk Code: 9015

JOB SUMMARY

Responsible for performing very frequent physical labor in semi-skilled to skilled work in the continuous maintenance, repair and custodial care of county buildings and grounds.

ESSENTIAL JOB FUNCTIONS

- 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, and 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, cleans and changes water system filters, resets 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. Sets up and take down tables and chairs for large groups using rooms at assigned facility. Dusts walls, baseboards, furniture, and office equipment as well as strips and waxes floors using professional cleaning equipment and chemicals.
- Performs manual labor and operates light to heavy duty equipment which may include the operating of a backhoe, 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 of leaves, trash removal, removal of fallen or broken tree limbs, trims both plants and trees, weed flower beds.
- Works with Facilities Management staff to perform larger projects as needed.
- 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 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.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent preferred; and three (3) years' experience in groundskeeping and/or building trades; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida Commercial Class B driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

KNOWLEDGE, SKILLS AND ABILITIES

- 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.
- 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.
- Ability to exercise some judgment in selection of procedures, methods, or tools, equipment to own work to accomplish tasks.
- Knowledge of groundskeeping and custodial cleaning techniques.
- Knowledge of cleaning materials, consumable supplies, and cleaning equipment and cleaning techniques.
- Ability to operate equipment safely.
- 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 climb or balance, stoop, kneel, crouch, or crawl, taste or smell; will regularly be required to reach with hands and arms; and will frequently be required to stand, walk, use hands to finger, handle, or feel, talk or hear.

WORK ENVIRONMENT

Work is performed in various outdoor environments. 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.

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.