

BANKS COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: BUILDING MAINTENANCE MANAGER
Non-Exempt

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform maintenance of county buildings, systems, equipment, and related facilities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provides direction, training, and assistance to other assigned workers; monitors status of work, inspects completed work, and troubleshoots problem situations.

Performs general maintenance and repair work on county buildings, equipment, and related facilities; maintains courthouses, annex, senior citizens building, 911 office, health department, water plant, voter registration stations, fire stations, ambulance service buildings, county barn, or other facilities; maintains plumbing systems, electrical systems, and heating, ventilation and air conditioning (HVAC) systems; maintains grounds of county facilities.

Prepares or receives work orders; prioritizes work requests; evaluates requests to determine feasibility of repair work as opposed to replacement; maintains records of maintenance work and inspections.

Ensures that all maintenance work, building operations, and equipment/system operations are in compliance with building codes, fire/safety codes, and other applicable codes; ensures compliance with all applicable laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Coordinates and performs various skilled, semi-skilled, and manual work involving electrical, plumbing, HVAC, mechanical, painting, roofing, welding, and general repair/maintenance projects; develops preventive maintenance schedules and performs preventive maintenance on facilities, systems, and equipment.

Performs various tasks involving electrical maintenance/repair projects, which may include troubleshooting electrical problems, installing/replacing light fixtures, installing energy lights, installing ceiling fans, installing exterior signage/lights, maintaining exit lights and emergency lights, repairing/maintaining parking lot lights, maintaining regulators, repairing sterilizers, repairing power lines, installing electrical outlets, replacing light bulbs and ballasts, or replacing batteries.

Performs various tasks involving heating, ventilation, and air conditioning (HVAC) maintenance/repair projects, which may include installing/repairing HVAC systems/units, installing heaters, installing gas lines, servicing cooling tower, repairing exhaust fans and fan timers, replacing compressors, blowing out gas furnaces and gas lines, servicing gas heaters, repairing/replacing duct work, cleaning condenser coils, or replacing filters.

Performs various tasks involving carpentry projects, which may include constructing handicapped ramps, constructing handrails, installing cabinetry and shelving, repairing damaged drive-through facilities, repairing garage doors, repairing gutters, repairing roof drains, repairing roofing surfaces, replacing window panes, repairing/replacing doors/locks, painting interior/exterior surfaces, or repairing furniture.

Performs various tasks involving plumbing maintenance/repair projects, which may include installing/replacing plumbing fixtures, unstopping or repairing drains, cleaning sink traps, or replacing hot water elements.

Performs various tasks involving grounds maintenance or custodial work, which may include mowing grass, edging landscaped areas, pruning trees and shrubbery, pressure washing porches and exterior surfaces, painting/stripping parking lot lines, building fences, digging holes/trenches, cleaning floor spills, cleaning rugs at building entrances, mopping floors, buffing/waxing floors, or emptying trash containers.

Performs general semi-skilled or manual work tasks associated with department projects, which may include replacing parts, pouring concrete, welding metal components, touching up paint on walls, moving furniture, setting up for events, climbing ladders, lifting/moving heavy materials, or running errands.

Coordinates and monitors work performed by outside contractors.

Operates a variety of machinery, equipment, and tools associated with department projects, which may include a utility vehicle, dump truck, tractor, bush hog, mower, motors, pumps, air compressor, generator, pressure washer, grinder, welder, cutting torch, drill, drill press, skill saw, shovel, pick, sledge hammer, transit, level, ladder, gauges, meters, roofing tools, carpentry tools, plumbing tools, electrician tools, painting tools, mechanic tools, diagnostic instruments, and general office equipment.

Inspects/tests machinery, equipment, and parts for proper operations; makes adjustments, repairs or replacements; reports problem situations.

Performs general cleaning/maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting equipment, checking/replacing fluids, refueling vehicles, greasing equipment, washing/cleaning equipment, cleaning project work areas, and cleaning shop; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Maintains inventory of departmental equipment, tools, parts, and supplies; ensures availability of adequate materials to complete projects; initiates orders for new/replacement materials; transports, loads and unloads equipment and materials used in projects.

Provides budgetary input relating to maintenance, repair, or replacement of various equipment, systems, or facilities.

Prepares or completes various forms, reports, correspondence, work orders, purchase orders, maintenance schedules, service records, vehicle maintenance records, or other documents.

Receives various forms, reports, correspondence, work orders, service/maintenance records, user manuals, blueprints, architectural drawings, electrical diagrams, catalogs, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, or other programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, county officials, other departments, employees, contractors/subcontractors, utility companies, vendors/suppliers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new methods, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in building construction trades; supplemented by three (3) years previous experience and/or training that includes general building maintenance, electrical work, plumbing, HVAC systems, mechanical systems, and general construction; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, or pathogenic substances.

Banks County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.