

GENERAL SERVICES TECHNICIAN I

Pulaski County

Department: General Services

Reports to: General Services Facilities Manager

Supervision Exercised: None

Supervision Received: Work is performed with minimal instruction and supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt, Full-Time

Essential Employee: Yes, please see Pulaski County Personnel Policy

Work Hours: Monday thru Friday, 7:30 a.m. until 4:00 p.m. Some evenings, weekends, and holiday work required.

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential function listed below:

Daily:

- Ability to perform electrical, mechanical, plumbing, and HVAC troubleshooting utilizing specialized equipment
- Performs rough and finished plumbing and electrical work
- Performs rough and finished carpentry work
- Performs mechanical maintenance work on public buildings, facilities and equipment
- Repairs desks, tables, chairs and other office furniture
- Repairs and replaces roofs
- Repairs and renovates buildings, doors, windows and floors
- Installs ceiling, walls, utilities, and other items in County buildings
- Builds forms, pours, and finishes concrete
- Performs tile work
- Operates and maintains mechanical systems including heating, air conditioning, ventilation systems
- Performs responsible skilled work in the general maintenance, repair and modification and construction of County owned buildings and related equipment
- Removes snow from parking lots and walks with power equipment and hand tools
- Maintains records, logs and prepares reports

Reasonable accommodations may be evaluated to enable an individual with disabilities to perform the essential functions of this job.

JOB REQUIREMENTS: Must possess current trade's licenses in electrical, plumbing and/or HVAC. Must possess a valid Virginia driver's license and successfully pass a drug test and background check.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of common and power hand tools used in building and equipment maintenance work
- Thorough knowledge of the carpentry trades
- Advanced knowledge of plumbing and electrical trades
- Ability to grip, lift and maneuver hand tools, both manual and powered
- Ability to work from sketches, drawings, and blueprints
- Ability to maintain records, logs, and proper reports

ADA REQUIREMENTS:

- Must be able to see color and discern color-coded wiring
- Prolonged periods of standing, kneeling, bending and climbing
- Ability to lift and carry up to 50 pounds
- Must be physically capable of pulling wires and conduits, lifting and carrying materials and gripping and operating manual and powered hand tools

EDUCATION AND EXPERIENCE:

- Any combination of education and experience equivalent to a high school diploma or equivalent and completion of formal apprenticeship and valid trade's license in electrical, plumbing or HVAC.

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all policies and procedures.

Employee: _____

Date: _____