

GENERAL SERVICES TECHNICIAN II

Pulaski County

Department: General Services

Supervisor Exercised: None

Supervision Received: General Services Crew Leader

Work is performed with general 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

Age Requirement: Individual must be at least 18 years of age

REQUIRED TESTING/SCREENING, LICENSES, AND CERTIFICATIONS: Drug & Alcohol Testing, Background Screening, Current Driver's License & Driving Record Required.

Alternate Essential OR Essential Employee: Yes, please see Pulaski County Personnel Policy

Residency Requirements: Not required

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

Benefits Eligible: Yes

Leave Time Eligible: Yes

ESSENTIAL FUNCTIONS: Performs semi-skilled maintenance, repair, renovation, and construction work on County buildings, facilities, grounds, and equipment, including carpentry, plumbing, electrical, painting, roofing, concrete, tile, HVAC, and general mechanical systems. Installs, repairs, and maintains building components, utilities, office furniture, and equipment; responds to routine and emergency maintenance requests; operates hand and power tools and specialized equipment; performs preventative maintenance, inspections, and snow removal; maintains records and work orders; and follows established safety policies and procedures. Physical presence on the job is required, as essential functions and responsibilities are not suited to remote work.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations maybe allowed enabling an individual with disabilities to perform the essential functions.

RESPONSIBILITIES:

- Troubleshoots and responds to routine and emergency maintenance requests
- Operates hand tools, power tools, and maintenance equipment safely

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- Maintains building grounds, parking lots, and walkways including snow removal
- Assists with setup, moving, and installation of office equipment and furnishings as well as repairs and maintenance of equipment
- Performs routine electrical inspections and repairs using specialized testing equipment
- Performs rough and finished plumbing, electrical, carpentry, painting, and drywall work.
- Performs preventative and corrective maintenance on County buildings, facilities, grounds and mechanical systems
- Repairs, renovates, and installs doors, windows, walls, ceilings, floors, roofs, utilities, and other building components
- Builds forms; pours, finishes, and repairs concrete; performs tile work
- Operates, maintains, and troubleshoots heating, ventilation, air conditioning (HVAC), and other related systems
- Maintains maintenance records, work orders, logs, and reports

KNOWLEDGE, SKILLS & ABILITIES:

KNOWLEDGE:

- Methods, materials, tools, and safety practices used in building maintenance, repair, renovation, and construction work
- Basic carpentry principles and practices, including rough and finish carpentry
- Basic to working knowledge of plumbing, electrical, roofing, concrete, tile work, and general mechanical systems
- Basic principles of heating, ventilation, and air conditioning (HVAC) systems and general building operations
- Occupational hazards and applicable safety regulations and procedures related to facilities maintenance and construction work
- Basic blueprint, sketch, and technical drawing interpretation

SKILLS:

- Semi-skilled use and maintenance of hand tools, power tools, diagnostic instruments, and maintenance equipment
- Semi-skilled in troubleshooting, diagnosing, and performing repairs on building systems and equipment
- Semi-Skilled in performing carpentry, plumbing, electrical, HVAC, and general maintenance tasks
- Semi-skilled in reading and interpreting work orders, blueprints, sketches, and technical manuals
- Semi-skilled in maintaining accurate records, logs, and maintenance reports
- Skilled in safely operating vehicles and equipment used in maintenance and snow removal operations

ABILITIES

- Ability to perform a wide variety of skilled maintenance, repair, and construction tasks independently

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- Ability to identify maintenance issues and determine appropriate repair methods
- Ability to follow oral and written instructions and complete assigned work efficiently
- Ability to work safely in hazardous conditions and comply with safety standards and procedures
- Ability to establish and maintain effective working relationships with coworkers, supervisors, contractors, and the public

ADA REQUIREMENTS:

This position requires heavy manual labor in the maintenance, repair, and construction of County buildings and facilities, performed in both indoor and outdoor environments with exposure to varying weather conditions and work hazards. Duties require continuous physical activity, including lifting up to 50 pounds a regular basis and up to 75 pounds on an occasional basis, climbing ladders and stairs, bending, kneeling, reaching, and working in confined or elevated spaces.

The employee must be able to perform sustained periods of physically demanding work at a moderate to rapid pace, and safely operate hand and power tools and related equipment.

EDUCATION AND EXPERIENCE & JOB REQUIREMENTS:

- High school diploma or GED preferred
- Semi Skilled, technical or vocational training in building maintenance, construction, carpentry, plumbing, electrical, or related experience building maintenance work is preferred

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:

- On-the-job and cross-training in building maintenance and facility operations
- Participates in workshops, webinars, and professional development trainings to maintain current knowledge and skills
- Collaborates with supervisors and coworkers to resolve issues and improve work processes
- Employees are required to complete and maintain all mandatory safety and compliance training in accordance with company policy and applicable State & Federal regulations

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 supervisor or County Administrator. 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 County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job **without accommodation.**

OR

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job **with accommodation(s).**

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date