

<b>Job Title:</b>	Facilities Maintenance Technician II
<b>FLSA Status:</b>	Non-Exempt
<b>Pay Classification:</b>	Hourly, full-time, \$16 - \$24 / hour
<b>Department:</b>	Parks & Recreation
<b>Reports To:</b>	City Administrator

## **Job Summary**

The facilities maintenance technician II is a full-time, FLSA non-exempt hourly position in the Parks & Recreation Department. The position is responsible for performing a variety of manual duties related to maintenance of city owned buildings, equipment, vehicles, parks, grounds, and facilities. This position works under the direction of the City Administrator; however, the facilities maintenance technician role frequently supports all other departments, city staff and officials in their daily functions.

## **Essential Functions**

- Inspects, evaluates and maintains all city owned buildings, equipment, vehicles, parks, restrooms, grounds, and facilities. Performs regular safety checks of city park and other city owned facilities and takes appropriate action to correct and ensure users' safety. Maintains a schedule and record of inspections and maintenance activities.
- Maintains a clean and tidy work area. Plans and conducts daily work to allow sufficient time and resources to clean and tidy all responsible work areas ensuring generally neat, orderly and safe conditions before close of business each day. Includes but not limited to public works office, storage and warehouse areas; parks storage areas; janitorial closets; and other mechanical and storage closets.
- Cleans, inspects, evaluates, maintains, and stores all tools and equipment in an orderly and safe condition at all times. Coordinates purchasing or leasing tools and equipment in accordance with city procurement policy. Maintains records related to use, acquisition and inventory of all hardware, supplies, tools and equipment.
- Performs, assists and coordinates removal of trash from city rights of way and other city owned property.
- Plans, schedules and conducts a variety of cleaning and maintenance activities on buildings, grounds and facilities such as but not limited to washing building exteriors, washing windows, pressure washing as needed, and clearing gutters.
- Coordinates with the community development director before, during and after city events to assist with pre-event site setup, operational needs during the event, and post-event take-down and cleanup. Coordinates with and assists other city officials, staff, and volunteers in a helpful, courteous, and professional manner as needed. City events include but are not

limited to scheduled and unscheduled events and programs in the park, senior center, Kennerly-Cox House, and other community facilities as needed.

- Plans, coordinates, and carries out, the installation of holiday decorations including street and park decorations as well as other decorations in or on buildings and grounds. Communicates work plans and schedules work to ensure timely, attractive and safe installation, maintenance and take-down of all holiday decorations while completing other regular assignments. Works cooperatively with other city staff, management, city officials and volunteers.
- Assists custodial staff with general cleaning duties, as needed, for all city owned buildings, restrooms, grounds and facilities. May include emptying and cleaning waste receptacles, replacing waste receptacle liners; cleaning and sanitizing restrooms; collecting trash and debris from grounds; and similar activities.
- Communicates status and updates related to plans, schedules, activities, assignments, and projects to supervisor and other city officials and team members as assigned.
- Perform other related duties as assigned.

### **Required Knowledge, Skills, and Abilities**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Skill in operating the tools and equipment necessary to perform essential functions.
- Ability to proficiently, efficiently and safely operate a variety of specialized equipment including but not limited to a bucket truck as well as other mobile aerial or elevated work platform and other similar equipment.
- Knowledge of relevant codes and ordinances.
- Ability to read plans and other technical diagrams, plats, and documents.
- Knowledge of the geography of the City of Grayson.
- Ability to plan, organize, and/or prioritize daily assignments and work activities.
- Ability to compile, organize, prepare, and maintain an assortment of records, reports, and information in an effective manner and according to departmental and/or governmental regulations.
- Ability to utilize and understand computer applications and techniques as necessary in the completion of daily assignments.

- Ability to communicate effectively, verbally and in writing, with fellow employees and other governmental agency representatives, city officials and the general public.
- Ability to obtain understanding and adhere to theories, principles, and practices of government and department policies, procedures, and methods required in the performance of duties. Including but not limited to relevant stormwater regulations, local, state and federal.
- Ability to use independent judgment in routine and non-routine situations.
- Maintains a clean, tidy and safe work area.
- Uses cleaning tools and equipment in a safe and effective manner.
- Works efficiently, completes tasks and projects despite frequent unscheduled interruptions.
- Maintains excellent public relations in a helpful, courteous, and professional manner.
- Maintains tools and equipment in a clean, safe and orderly manner.
- Frequently bends, stoops, squats, and twists.
- Frequently walks and stands for extended periods of time.
- Frequently performs work utilizing ladders, mobile aerial work platform and similar tools and equipment.
- Responds to after-hours and weather-related emergencies as needed.
- Works holidays and weekends as needed.
- Must be able to lift, carry, and move at least 50 pounds.
- Works indoors and outdoors while subjected to moderate temperature extremes; wet or humid conditions; and windy or dusty conditions.
- Works efficiently and effectively independently and in a teamwork environment.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Some tasks require the ability to communicate orally.

### **Education and Experience**

- High school diploma or equivalent.
- Must hold and maintain a valid driver's license and clean motor vehicle record.
- Commercial driver's license preferred.
- Certified Playground Inspector (CPSI) or obtain certification within one year of employment.
- Georgia Soil and Water Conservation Commission (GSWCC) Level 1B Certified Inspector or obtain certification within one year of employment.