

TALLADEGA COUNTY COMMISSION



POSITION: Building Maintenance Specialist
DEPARTMENT: Talladega County Maintenance Department
GRADE: I
FLSA: Non-Exempt

OVERVIEW:

This position performs or assists with maintenance and repairs on County buildings and facilities as assigned by the Maintenance Director.

ESSENTIAL FUNCTIONS:

- Participates in the repairs for all heating, ventilation and air conditioning systems, including boilers, chillers, condensers, pumps, water heaters, dampers, radiators, exhaust fans, heat pumps, furnaces, generators, air fan units, heat exchangers, air compressors, air ducts, and related equipment
- Participates in the repairs, replacements and installation of plumbing components and fixtures
- Participates in the installation and repair of electrical systems, including motors, switches, relays, lights, transmitters and related equipment
- Participates in the remodeling of county offices including rough and finish carpentry work
- Participates in new construction projects and may oversee the work of contractors.
- Participates in the painting of county buildings
- Participates in the repair and maintenance of building roof
- Performs preventative maintenance on and repairs small pieces of equipment, including lawn mowers, chain saws, and related equipment
- Participates in planting, watering, fertilizing, cultivating, mowing and raking grass
- Completes thorough and accurate reports on maintenance activities
- Participates in cleaning of buildings when needed, including daily garbage removal from designated buildings.
- Other duties and responsibilities as may be assigned.

MINIMUM QUALIFICATIONS

- High school diploma or graduate equivalency diploma
- Experience in construction or maintenance of buildings or commercial building systems

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of building and grounds maintenance procedures
- Knowledge of maintenance and repair activities of HVAC, electrical and related building systems, including elevator equipment, automatic electrical clocks, fire alarms, audio and video and manual and electronic locking devices
- Knowledge of refrigeration, and plumbing
- Knowledge of construction materials, methods, building codes and standards
- Skill in the repair of large building systems
- Skill in the maintenance and repair of assigned tools and equipment
- Skill in the operation of assigned vehicles
- The ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language
- The ability to understand and follow oral and/or written policies, procedures and instructions

- The ability to prepare and present accurate and reliable reports containing findings and recommendations
- The ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks

SUPERVISORY CONTROLS:

- This position has no supervisory duties
- This position receives supervision from the Maintenance Director

MINIMUM QUALIFICATIONS:

- 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
- Minimum two years’ experience in commercial construction or building maintenance
- Alabama driver’s license

WORK ENVIRONMENT:

- Typically performed indoors and outdoors including all county buildings and grounds
- Drives county vehicle in performance of duties in a safe and responsible manner at all times
- Exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and hot/cold or inclement weather

REQUIRED PHYSICAL ABILITIES:

Must have the following physical abilities with or without reasonable accommodations:

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to communicate effectively
- Sufficient vision which permits the employee to operate hand and power tools associated with building maintenance
- Sufficient capability to use tools or equipment requiring a high degree of dexterity
- Sufficient capability to stand, walk, bend, crouch or stoop and to lift light and heavy objects
- Sufficient personal mobility and physical reflexes which permits the employee to have access to work sites throughout the County

JOB DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the job description for **Building Maintenance Specialist**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I also understand that management has the right to assign or reassign duties and responsibilities to this job at any time.

Employee Name _____ Date _____

Employee Signature _____