

BUILDING AND GROUNDS MAINTENANCE TECHNICIAN POSITION DESCRIPTION

General:

The employee will work independently to perform the required duties of the JCWSA Building and Grounds Maintenance Technician under the general supervision of the Authority Manager. This newly created position may be moved to another department with a different supervising manager at the Authority Manager's discretion.

Duties:

Depending upon assignment, the incumbent may perform a combination of some or all the following duties, which are a representative sample of the level of work appropriate to this job.

The employee shall:

- Maintain grass and landscape, including cutting grass, planting flowers, maintaining flower gardens, applying fertilizer, and spraying and removing weeds
- Monitor irrigation system(s) for correct schedule and operation and maintain healthy lawns
- Perform minor general maintenance tasks, including electrical and plumbing repairs, and carpentry work
- Responds to problems in the facilities and expeditiously performs repairs as needed
- Maintain records of all building maintenance projects
- Keep inventory of job-related tools and equipment
- Collaborate with other team members to schedule contractors as needed to complete maintenance tasks
- Assistance with uncrating, assembling, installing, and moving furniture
- Assist in setting up and breaking down for meetings as needed
- Take hydrant meters up front for customers and help load in the vehicle, and take hydrant meters that have been returned back to the warehouse
- Fleet maintenance – clean and schedule maintenance of Authority vehicles
- Monitor forklift maintenance schedule to be sure the forklift(s) are in good operating condition and fill tanks as needed
- Responsible for general building maintenance and grounds tasks, which vary greatly, as needed
- The job requires capable handyman skills with the ability to fix multiple forms of equipment, landscaping, plantings, plumbing, fencing, grounds, etc.
- Perform other duties required as assigned by the Authority Manager

Mandatory Qualifications:

The maintenance shall possess:

- A high school diploma or G.E.D.
- A valid Georgia Drivers License
- Ability to operate a forklift

- Proven experience in electrical, plumbing, carpentry, and lawn care
- Excellent problem-solving and troubleshooting skills
- Computer literate
- Attention to detail and time management skills

Physical Requirements:

The employee may be required to push, pull, lift, and/or carry up to 50 pounds.