

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age, or Disability in Employment or the Provision of Services.

We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment

Date:	4/10/2018	Department:	Business Services
Title/(Status)/Job Code:	Building Maintenance Assistant-(0970)	Reports To:	Building Maintenance Specialist
Pay Grade/Salary Range:	PG-104 \$24,063.20 - \$37,29.95	Closing Date:	Until Filled

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

This is a semi-skilled position that supports the repair and maintenance of physical structures and equipment, utilizing acceptable building maintenance techniques.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Performs general carpentry work in the minor alteration, repair, and maintenance of buildings, floors, partitions, doors, windows, screens, wood fixtures, and furniture.
- Repairs walls, ceilings, molding, and other finished surfaces. Maintains external walls, roofs, sidewalks, parking areas, irrigation, clocks, wiring, steps, lights, signs, and other objects as necessary.
- Assists in repair or replacement of electrical fixtures and performs general plumbing work.
- Cleans and prepares surfaces for painting and staining. Completes painting and /or staining functions.
- Assists in minor repair of HVAC units, controls, and air handlers. Performs filter maintenance.
- Establishes and maintains a preventative maintenance plan and schedule.
- Operates a motor vehicles to transport material and personnel.
- Moves and/or assembles office furniture to new locations as needed.
- Pressure cleans sidewalks, landings, and walls. Cleans gutters, downspouts, and French drains.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the standard practices, methods, tools, and materials required for the building maintenance profession.
- Knowledge of the occupational hazards and safety precautions required by the job.
- Knowledge of basic carpentry, mechanical, electrical, and plumbing skills.

- Knowledge of proper techniques for the use of power and hand tools.
- Skill in the use of tools, materials, and equipment necessary for building maintenance.
- Skill in directing and supervising subordinates.
- Ability to evaluate and estimate maintenance requirements.
- Ability to understand maintenance procedures.
- Ability to understand, follow, and communicate oral and written instructions.
- Ability to maintain effective working relationships with co-workers, supervisors, managers, directors, Elected Officials, vendors, and the general public.

PHYSICAL SKILLS:

The person in this position: Must be able to remain in a stationary position for 25% of the time. Frequently operates various types of equipment to include, but not limited to hand and power tools. Must be able to frequently position self to work under or around various items to perform maintenance tasks. Constantly inspects and assesses equipment, buildings, and materials to complete daily tasks. Frequently ascends/descends stairs, ladders, and scaffolding. Frequently moves materials and office equipment weighing up to 40 lbs. Frequently communicates with the public, vendors, and co-workers. Must be able to exchange accurate information in these situations. Frequently works in outdoor weather conditions. May be required to work in inclement outdoor weather conditions for up to four (4) hours. Frequently operates motor vehicle for up to eight (8) hours, of which four (4) hours may be continuous.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Graduation from high school or possession of an acceptable equivalency diploma and a minimum of two (2) years of experience with building maintenance requirements and functions or a certification from a related trade or technical school and one (1) year of experience

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess a valid Florida Driver's License.

OTHER JOB RELATED REQUIREMENTS:

Disaster Essential