

PLEASE POST FOR ALL APPLICANTS TO READ
Macon Bibb County Government

POST DATES: 12/05/2016 to Until Filled	EEOC CODE:	CLASS CODE:
CLASSIFICATION TITLE: Maintenance Tech I/II/III		
JOB CLASS (GRADE):	HOURLY RATE RANGE: \$11.23 - \$13.13	
LOCATION: Facilities Management	WORK HOURS: 8:30 A.M. – 5:30 P.M.	
DEPT. HEAD: Robert Ryals	WORK WEEK: Mon. – Fri.	
(X) REPLACEMENT () NEW REQUIREMENT		

JOB SUMMARY:

The Maintenance Technician I/II/III is responsible for facility maintenance duties, assisting skilled crafts workers in the maintenance and repair of Macon-Bibb County buildings, structures, and equipment.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs skilled craft work in installation, maintenance, and repair work involving the carpentry, masonry, plumbing, and painting.
- Installs and repairs sheetrock, roofs, ceiling tiles, flooring, wallpaper, fences, and concrete work.
- Operates a variety of power and hand tool equipment in the performance of duties.
- Picks up and delivers materials and equipment.
- Operates maintenance-related vehicles incidental to the performance of duties.
- Oversees the work of unskilled employees during job assignments, as may be required.
- Inspects Macon-Bibb County structures and reports equipment and structures in need of repair or maintenance.
- Maintains tools and equipment.
- Operates electric or acetylene torches to cut and fabricate metal.
- Performs inventory of tools and materials.
- Keep tools in neat working order and reports to manager when materials need to be ordered.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Maintenance Technician I/II/III must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of the methods, materials, and equipment used in building maintenance and construction and repair work.
- Knowledge of principles, practices, tools, hazards, and safety precautions of trades-related work.
- Ability to understand and follow oral and written instructions.
- Ability to make material and time estimates.
- Ability to read and work from blueprints.
- Skill in the use and care of the tools/equipment involved in trade work.
- Ability to maintain effective working relationships with fellow employees and with members of the general public.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Maintenance Technician I/II/III should possess, at a minimum, a high school diploma or GED, supplemented by vocational school building maintenance/construction course work, and six (6) to eight (8) years of experience in the building/construction related maintenance; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of a valid Georgia Motor Vehicle Operator's License.
- Must be available to respond to emergencies after normal working hours.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None.

TRAVEL:

The Maintenance Technician I/II/III is required to travel frequently.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL
JOB FUNCTIONS**

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as, addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the employee to perform work while sitting, standing, walking, bending, crouching, or stooping. The employee often lifts light and heavy objects, climbs ladders, uses tools requiring a high degree of dexterity, and must be able to distinguish between shades of color.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed both in County buildings and outdoors. The employee is exposed to noise, dirt and dust, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at www.maconbibb.us. Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER