

FACILITIES MAINTENANCE WORKER (07/2019)

DEFINITION

Under general supervision as directed by the Director and/or Asst. Director of Tourism, Parks, and Recreation, this position is responsible for inspection, repair and maintenance of public indoor and outdoor facilities throughout the city. Included within this scope are Bennettsville Community Center, Bennettsville Visitor Center, Kids Land Park, Smith Park, Woodland Gardens, Woodland Playground, McLeod Street Basketball Park, Hodges Park, Marlboro Street Tennis Park, Marlboro Street Baseball Park, and McLeod Street/Canal Row Walking Trail.

Responsibilities may include semi-technical carpentry, electrical, plumbing, masonry, painting, grounds maintenance, engines, other mechanical, and HVAC repairs and maintenance. Employees at this level are expected to perform assigned activities without detailed instruction as to specific procedures to be followed and review only occasional instruction or assistance as new or unusual situations arise, and are fully capable of attaining the skills and knowledge to perform the assigned duties and operating procedures and policies.

This position is responsible for supervising the custodian assigned to this department and coordinating his/her activities accordingly.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Operates small hand tools and other equipment necessary in related to facilities maintenance including the repair of light fixtures, plumbing fixtures and related equipment; makes repairs to equipment, appliances and facilities; and performs routine maintenance and safety inspections of facilities, appliances and equipment. Performs limited carpentry, electrical, plumbing, masonry, painting, grounds maintenance, engines, other mechanical, and HVAC work to maintain department facilities and reports any issues to supervisor.
2. Performs security checks of buildings and facilities; observes and reports suspicious persons or activities; secures storage rooms, interior and exterior doors as directed.
3. Interacts with contract maintenance service personnel, monitors services performed, and certifies that the scope of the contracted services are being adequately performed.
4. Maintains facilities maintenance records and files. Submits monthly reports to supervisor.

5. Coordinates the maintenance of all department grounds with the Director of Public Works. Makes requests and suggestions for improvements as needed.
6. Thoroughly checks and inventories all department tools, machinery, and materials and reports any potential problems/service needs or purchase/restocking of supplies in coordination with custodian.

QUALIFICATIONS/ GUIDELINES

Education and/ or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school, or equivalent, and at least two years of experience in custodial, electrical, plumbing, masonry, grounds maintenance, engines, other mechanical, HVAC, carpentry or painting work.

Knowledge, Skills and Abilities

Considerable knowledge of basic methods, safe work practices and techniques especially in the appropriate and safe handling and use of toxic chemicals, materials and equipment

used in facilities maintenance work; hazardous materials including but not limited to blood, vomit or other human wastes and/or by products; basic building facilities, equipment and appliance maintenance and repair; and plant pests and diseases as well as the methods of control and eradication.

Skilled in the operation and maintenance of tools and equipment used in custodial, electrical, plumbing, masonry, grounds maintenance, other mechanical, HVAC, carpentry, and painting work.

Ability to perform heavy physical labor and lift heavy objects, understand and follow verbal and written directions, work effectively in the absence of supervision, establish and maintain cooperative working relationships throughout all departments.

Special Requirements

Possession of or ability to obtain an appropriate SC Driver's License and a satisfactory driving record.

He or she must complete related tasks as required, special projects as assigned, and work a flexible schedule comprising of some nights and weekends as needed.

Working Conditions

Incumbents must be able to perform heavy manual work associated with building and facilities maintenance work which includes lifting objects weighing more than 50 pounds,

moderate exposure to dust, temperatures, noise, inclement weather, and occasional exposure to chemicals and hazardous materials.

ESSENTIAL ELEMENTS

Aptitudes

Eye/ hand coordination, hearing/ listening, and smelling (simple and cleanliness).

Physical Demands

Stooping, bending, sitting, kneeling, flexibility (upper and lower body), standing, walking, lifting (over 50 pounds), touching dexterity (hand and finger), reaching, carrying, clear seeing – general, close vision, color perception, clear speech – simple vehicle driving, pushing/ pulling, climbing, moving objects, hazards, and fatigue.

Mental Requirements

Reading and writing – simple, memorization, analyzing, math skills, judgement, and decision making.

Work Environment

Works alone, with others, and around others, verbal contact with others, face-to-face contact, inside, outside, extended days, confined areas, extreme heat/cold, temperature changes, wet and/or humid conditions, noise, mechanical and electrical equipment, high places, fumes/odors, and dirt/dust. Performs a wide variety of duties.

Equipment/ Materials

Can successfully operate telephone, calculator, computer using Microsoft applications, kitchen appliances, and vacuum cleaner; other facilities maintenance, electrical, plumbing, HVAC, other mechanical, carpentry, masonry, grounds maintenance, painting equipment and materials, and hand-held radio.

Safety and Housekeeping

Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Disclaimer: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.