

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Building Operations Technician I

Department: Administration

Pay Grade: 504

FLSA Status: Non-Exempt

Job Code: A160

JOB SUMMARY

The purpose of this classification is to perform skilled, semi-skilled, and manual work associated with maintenance of city buildings, equipment, grounds, signs, and related facilities.

ESSENTIAL JOB FUNCTIONS

- Performs various tasks involving general building maintenance and repair, carpentry, or construction projects: paints interior/exterior surfaces; cuts, solders, and/or welds metal pipes or parts; removes, repairs, and replaces floor/ceiling tile; cleans gutters; installs, adjusts, and repairs doors and hardware; replaces windows, doors, and glass panes; lubricates hardware; constructs or assembles tables, cabinets, shelving, or furniture.
- Performs various tasks involving maintenance of electrical systems: troubleshoots electrical problems; installs, relocates, or repairs lighting fixtures and switches; repairs/replaces electrical motors, pumps, fans, switches, timers, fuses, thermostats, bulbs, and ballasts; tests and replaces receptacles; installs and resets breakers; installs and tests electrical wires; pulls electrical wires and conduits; operates and tests emergency generators.
- Performs various tasks involving maintenance of plumbing systems: troubleshoots plumbing problems; installs/repairs plumbing fixtures and components; clears water lines, drains, and toilets; repairs plumbing leaks; replaces seals, gaskets, and valves; replaces water filters.
- Performs various tasks involving maintenance of heating, ventilation, and air conditioning (HVAC) systems: troubleshoots air conditioning or heating problems; checks temperature on HVAC units; utilizes computer system to monitor system operations; services/maintains HVAC systems; cleans fans and condenser coils; cleans/replaces filters; lubricates and replaces bearings; lubricates motors; adjusts and replaces belts.

- Performs various tasks involving custodial maintenance: cleans carpets; sweeps, mops, scrubs, and waxes floors; cleans and polishes furniture, equipment, fixtures, surfaces, walls, trim, doors, cabinets, vents, or other surfaces; cleans brass railings and door surfaces; washes/cleans glass doors and windows; cleans, sanitizes, and deodorizes restrooms; cleans kitchen/breakroom equipment such as coffeepots, coffee machines, microwave, refrigerator, dishware, or vending machines; replenishes soap products and paper products; empties and cleans trash containers; picks up and disposes of trash from floor/ground areas; carries/transportes trash to dumpster or other designated trash receptacle.
- Performs various general/manual tasks in general support of departmental or City projects: collects and disposes of recyclable materials; changes letters/signage on marquee signs; erects signs and flags; sets up tables, chairs, audio/visual systems, or other equipment for meetings/events; builds and/ or relocates cubicles, modifies existing cubicle space and tears down cubicles; lifts/moves equipment, furniture, and heavy materials; loads, transports, and unloads equipment and materials; picks up and disposes of debris/litter from floor or ground areas; conducts errands and picks up/delivers supplies, documentation, or other materials.
- Assists with evening meetings held at City Hall to set up rooms, maintain video and sound system in Council Chambers, and to support other staff with after meeting clean up.
- Assists with special events held at City Hall on weekends, after hours and evenings, including, but limited to Vietnam War Memorial Day, Memorial Day, Music on the Hill, Day of Hope, movie filming, and annual Festivals and Car Shows to set up tables, chairs, tents, stages, etc., collect trash and recycling, support vendors, and other requirements.
- Assists in maintaining security of buildings/facilities: locks/unlocks buildings/offices as appropriate; turns off lights and equipment not in use.
- Inspects/tests machinery, equipment and parts for proper operations: makes adjustments, repairs or replacements as appropriate; reports problem situations.
- Operates a variety of equipment, machinery and tools used in department projects and activities, which may include a motor vehicle, utility truck, air handler, chiller, boiler, air compressor, pressure washer, table saw, circular saw, band saw, jig saw, drill, drill press, router, sander, grinder, vacuum cleaner, carpet cleaner, buffer, broom, mop, shovel, ladder, meters, postage machine, testing instruments, measuring devices, carpentry tools, painting tools, plumbing tools, pneumatic tools, mechanic tools, cleaning supplies, or hand tools.
- Performs general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, or cleaning shop/work areas: monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals: places safety cones, markers, or signs to alert employees/citizens of work areas, wet floors, or other potential hazards; locks/secures chemical storage areas.
- Determines amount of materials needed to complete projects and gathers equipment, tools, parts, and supplies; monitors inventory levels and initiates requests for new or replacement materials as required.

- Prepares or completes various forms, reports, correspondence, time sheets, maintenance checklists, work orders, maintenance records, inventory records, or other documents.
- Receives various forms, reports, correspondence, lists, work orders, maintenance checklists, invoices, receipts, blueprints, architectural drawings, diagrams, maps, material safety data sheets, policies, procedures, operational guides, catalogs, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of climate control monitor, e mail, Internet, or other computer programs.
- Communicates with supervisor, employees, other departments, contractors, vendors, the public, or other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Maintains an awareness of new policies, procedures, trends and advances in the profession; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High school diploma or GED; supplemented by six (6) months previous experience and/or training involving general building maintenance, HVAC, plumbing, electrical systems, mechanical systems, general construction, and/or custodial maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Knowledge, Skills and Abilities:

- Knowledge of the principles, practices, and methods associated with building maintenance trades, including construction, electrical, plumbing, HVAC, mechanical, carpentry, and/or custodial maintenance.
- Knowledge of the laws, standards, and regulations pertaining to building operations and fire safety.
- Knowledge of established safety rules and departmental policies and procedures.
- Knowledge of the purpose and safe operation of various tools and equipment used in building maintenance trades.
- Skill in operating tools and equipment used in building maintenance projects; must be able to read gauges and testing instruments.
- Ability to interact tactfully and courteously with the general public.
- Ability to work evenings and weekends on a scheduled and/or emergency basis.
- Ability to determine, calculate, tabulate, and/or summarize data. Includes performing subsequent actions in relation to these computational operations.

- Ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.
- Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
- Ability to utilize a wide variety of reference and descriptive data and information.
- Ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

PHYSICAL DEMANDS

The work is light to medium which requires the ability to exert light to medium effort that involves walking or standing virtually all of the time. Work may involve some lifting, carrying, pushing and/or pulling of objects and materials of medium weight (20-50 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, hazardous materials, heights, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, or pathogenic substances.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.