

## **BUILDINGS AND GROUNDS MAINTENANCE TECHNICIAN**

The City of Guyton has an immediate opening for the position of Buildings and Grounds Maintenance Technician. This position is responsible for performing technical duties in support of the maintenance of city buildings and grounds. This position reports to the Buildings and Grounds Maintenance Director.

### **Duties and Responsibilities**

- Maintains and repairs all city buildings and facilities as assigned.
- Performs HVAC, plumbing, and electrical installation, maintenance, and repair functions.
- Maintains grounds, mows grass and controls weeds.
- Inspects buildings and grounds for maintenance and repair needs.
- Assists with design and implementation of preventive maintenance schedules.
- Operates a variety of hand and power tools.
- Ensures compliance with safety guidelines.
- Coordinates with outside contractors and construction workers.
- Performs other related duties as assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of grounds maintenance principles and practices.
- Knowledge of construction materials, methods, and standards.
- Knowledge of HVAC, plumbing, electrical, and other building system maintenance and repair procedures.
- Skill in the operation and maintenance of lawn equipment and hand and power tools.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in dealing with the public.
- Skill in written and verbal communication.

### **Supervisory Controls**

The Buildings and Grounds Maintenance Technician reports directly to the Buildings and Grounds Maintenance Director. Routine tasks consist of work inside and outside of the facilities.

### **Supervisory and Management Responsibility**

This position has no management or supervisory responsibility.

## **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. While performing the duties of this job, the employee is regularly required to sit, stand, stoop, walk, talk, and listen. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **Minimum Qualifications**

Must be at least 21 years of age. Must possess a High School diploma or GED. Must possess and maintain a valid Georgia Driver's License. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Interested applicants should submit a completed city employment application along with resume/cover letter to William F. Lindsey, City Manager, City of Guyton, 310 Central Boulevard, Guyton, GA 31312. Applications are available at Guyton City Hall, located at 310 Central Boulevard, Guyton, GA 31312, and also on the City of Guyton's website, [www.cityofguyton.com](http://www.cityofguyton.com). Salary for this position will be determined based on qualifications and experience. Benefits include paid health/dental/life insurance, accruable paid time off, and employer-sponsored pension plan. Position will remain open until filled. The City of Guyton is an Equal Opportunity Employer. A criminal history verification and substance abuse testing is required prior to employment.