



POSITION DESCRIPTION			
Title	Facilities Maintenance Technician	Department	Administration
Reports To	City Manager	Status	Non-Exempt
Summary	The Facilities Maintenance Technician is responsible for performing routine building maintenance tasks. Performance of building maintenance tasks in one or more fields (e.g. carpentry, electrical, heating, ventilation, and air conditioning (HVAC), plumbing, etc.). Performs general cleaning and other tasks as assigned.		
Employee Expectations	All team members of the City of Guyton are expected to work diligently and collaboratively in furthering the goals and objectives that serve the city of Guyton and its residents, businesses and guests.		
Position Requirements & Qualifications	<ul style="list-style-type: none"> ▪ High school education or equivalent ▪ 5-10 years of working experience in facilities maintenance ▪ Basic understanding of electrical, plumbing, and carpentry ▪ Ability to work with minimal supervision ▪ Must demonstrate strong communication and interpersonal skills; customer service oriented ▪ Must be organized, detail oriented, self-motivated, and able to multi-task 		
Essential Job Responsibilities	<ul style="list-style-type: none"> ▪ Paint, remodel, refurbish areas as needed ▪ Repair, maintain/monitor all amenities ▪ Clean windows and glass doors ▪ Change of all filters for HVAC as required ▪ Remove and properly dispose of all waste and recyclable materials ▪ Change light bulbs, interior and exterior, as needed ▪ Make ready all city facilities as needed ▪ Maintain exterior property, including landscaping ▪ Oversee daily trash removal, restocking/cleaning restrooms, sweeping/mopping/vacuuming, cleaning/disinfecting tables and counters, cleaning exterior entryway, graffiti removal, cleaning/disinfecting community surfaces (handrails, water fountains, etc.) ▪ Retrieve, supervise, and return inmate labor ▪ Performs other work-related duties as assigned ▪ Must be able to work flexible hours 		
Traits & Distinguishing Characteristics	<ul style="list-style-type: none"> ▪ <u>Quality of Work</u>: Maintains high standards of accuracy in exercising duties and responsibilities. Demonstrates commitment to quality in every task performed. Seeks and receives feedback with a dedication to continuous improvement. ▪ <u>Dependability & Accountability</u>: Assumes responsibility for assigned work and for meeting deadlines. Maintains exceptionally high standards of integrity and confidentiality. Takes ownership of work and demonstrates willingness to accept responsibility for decisions and actions ▪ <u>Sound Judgment</u>: Exercises analytical judgments in areas of responsibility. Identifies 		



	<p>problems or situations as they occur and specifies decision objectives. Makes decisions based on examination of alternatives and recommendations that impact on a broad range of functional areas.</p> <ul style="list-style-type: none">▪ <u>Cooperation</u>: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within City.▪ <u>Adaptability</u>: Demonstrates flexibility and adaptability to navigate shifting priorities.
Physical Demands	<ul style="list-style-type: none">▪ Ability to push/lift 50 pounds▪ Ability to climb ladders▪ Bending at waist, sitting, kneeling, climbing, walking, crouching as job may require▪ Working in high noise levels requiring hearing protection▪ Working around lubricants, solvents, batteries, cleaning fluids, paints