



City of North Charleston

Vacancy Notice

Position: FACILITIES MAINTENANCE TECHNICIAN I

Department: Public Works

Pay Grade: 105 (\$34,380 - \$51,570)

GENERAL STATEMENT OF POSITION

Under regular supervision, performs semi-skilled and routine daily activities in the maintenance, repair and construction tasks in public facilities and other structures to include electrical, mechanical, plumbing, alarms, heating, ventilating, air conditioning, etc. Performs construction and carpentry work for structural and architectural details. Assists in performing facility inspections. Specializes in minor construction and carpentry work. Performs job duties related to entry level maintenance duties. **Full job description attached.*

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a high school diploma or GED equivalent supplemented by one year of experience in general construction trade(s) and/or building maintenance, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Posted: 07/26/2021

Deadline: **Until Filled**

Janie E. King, IPMA-SCP, SHRM-SCP
Director – Human Resources

City of North Charleston
South Carolina

An Equal Opportunity Employer

Job Title:	FACILITIES MAINTENANCE TECHNICIAN I		Job Code:	211
Core Comp Group	ADMINISTRATION		FLSA:	Non-Exempt
Pay Grade:	105			
Effective Date	07/21/2021	Revision A: Risk	M. COLE 07/21/2021	
Revision B:		Revision C:		
FOR DEPARTMENTAL/OFFICE USE ONLY				
Dept.	Facilities Management		Dept. #	402
Location:	Public Works		EM Status:	
Reports To:	Building and Maintenance Assistant Superintendent			

Summary Objective

Under regular supervision, performs semi-skilled and routine daily activities in the maintenance, repair and construction tasks in public facilities and other structures to include electrical, mechanical, plumbing, alarms, heating, ventilating, air conditioning, etc. Performs construction and carpentry work for structural and architectural details. Assists in performing facility inspections. Specializes in minor construction and carpentry work. Performs job duties related to entry level maintenance duties.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Performs minor maintenance, diagnostic and minor carpentry, plumbing, electrical, and similar systems maintenance, repair or construction of city facilities or structures.
- Performs carpentry work in the construction / renovation of cabinets, shelving, furnishings, trim work, and other structures and building features as assigned.
- Responds to emergency and non-emergency service calls, diagnoses problems and makes minor repairs; identify and report potential problems and make correction recommendations to senior staff.
- Develops simple sketches that layout work performed for inclusion in facility history files and asbestos survey records.
- Works from basic technical drawings and blueprints.
- Estimates and procures compatible materials and tools required to perform minor maintenance, repair and construction-related functions.
- Maintains appropriate work records and documents, including work orders and formal and informal inspection reports.
- Complies with applicable rules, policies and procedures.
- Inspects facilities to identify maintenance and repair requirements and priorities.
- Installs, maintains and/or repairs flooring, roofing, ceilings, sheetrock, doors, window frames, etc.
- Applies finishes, including but not limited to paint and stain, to various surfaces.
- Installs and repairs locks.
- Evaluates, plans and assists in scheduling maintenance work; procures materials and supplies needed for specific tasks.
- Prepares location sketches for maintenance and repair projects.
- Reads and interprets manuals and construction plans and specifications.

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- Performs all work in accordance with applicable codes, regulations, policies and procedures, and standards of quality and safety.
- Maintains assigned tools and equipment.
- Responds to emergency and after-hours calls as required.
- Maintains accurate and complete work records.
- Provides instruction, training and technical direction of co-workers as assigned.
- Attends training, meetings, workshops, etc., as necessary to enhance job knowledge and skills.
- Receives and reviews various records and reports including work orders, blueprints / construction drawings, technical diagrams, inspection reports, construction requests, etc.
- Prepares and /or processes daily work reports, inspection reports, work orders, requisitions, sketches, etc.
- Refers to policy and procedure manuals, codes, regulations, equipment manuals, blueprints, diagrams, safety sheets, etc.
- Uses clerical supplies, plumbing tools, mechanic's tools, carpentry tools, electrician's tools, various meters and gauges, measuring devices, cleaning supplies, etc.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, other City employees, co-workers, vendors, contractors and other outside service providers, and the general public.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required
- Assists co-workers with maintenance duties as required.
- Assists in setting up for City meetings and events.
- Assists with disaster / storm response and recovery activities.
- Performs related duties as required.

Knowledge, Skills and Abilities

- Knowledge of the methods, procedures and policies of the City and Department as they pertain to the performance of duties of Facilities Technician I.
- Ability to comprehend, interpret and apply regulations, procedures and related information.
- Knowledge of general construction and specific building trades, with an emphasis on carpentry.
- Ability to read and interpret blueprints and other technical drawings.
- Knowledge of the methods, materials, tools and equipment used in building construction and maintenance work.
- Ability to use tools and equipment with skill and safety.
- Ability to make minor repairs and adjustments to equipment.
- Knowledge of the Occupational hazards and safety precautions of the trades.
- Ability to perform required mathematical calculations with accuracy.
- Ability to prepare required records and reports with accuracy and in a timely manner.
- Ability to read and interpret various materials pertaining to the responsibilities of the job.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.

- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

Minimum Education and Experience Requirements

Requires a high school diploma or GED equivalent supplemented by one year of experience in general construction trade(s) and/or building maintenance, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Physical Demands

Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials and occasionally heavy items.

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - bright/dim light; dusts and pollen
 - extreme heat and/or cold; wet or humid conditions
 - extreme noise levels; animals/wildlife.
 - vibration; fumes and/or noxious odors.
 - traffic; moving machinery.
 - electrical shock; heights.

Special Certifications and Licenses

- Valid South Carolina driver's license.

Americans with Disabilities Act Compliance

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

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