

**GENERAL SERVICES CREW ASSISTANT
Pulaski County**

Department: General Services

Reports to: Director of General Services

Supervision Exercised: None

Supervision Received: Work is performed with minimal instruction and supervision. Employee will undergo a six month orientation period and will be evaluated at the end of the six month term. Employee will be evaluated annually thereafter.

Classification (FLSA) Non-Exempt, Full Time

Essential Employee: Yes, please see Pulaski County Personnel Policy

Work Hours: Monday thru Friday, 7:30 a.m. until 4:00 p.m. Some evenings, weekends, and holiday work required.

ESSENTIAL FUNCTIONS: Performs responsible skilled work in the general maintenance, repair, modification and construction of County buildings and related equipment.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check. Possession of a valid appropriate driver license issued by the Commonwealth of Virginia for the purpose of operating a passenger vehicle or light truck is required.

RESPONSIBILITIES:

- Responsible for the inventory of all Heating and Air Equipment of County owned buildings and maintain filter rotation for greater efficiency
- Maintain inventory and safety checks of emergency equipment as assigned.
- Performs rough plumbing and electrical work as assigned within the scope of training.
- Be proactive in preventative maintenance
- Ability to perform routine electrical checks utilizing specialized equipment
- Performs rough and finished carpentry work
- Performs mechanical maintenance work on public buildings, facilities and equipment
- Repairs desks, tables, chairs and other office furniture
- Repairs and replaces roofs
- Repairs and renovated buildings, doors, windows and floors
- Installs ceiling, walls, utilities, and other items in County buildings

- Builds forms, pours and finishes concrete
- Performs tile work
- Operates and maintains mechanical systems including heating, air conditioning, ventilation, communications etc. systems
- Removes snow from parking lots and walks with powered equipment and hand tools
- Maintains records, logs and prepares reports

KNOWLEDGE, SKILLS, AND ABILITIES:

- Possess thorough knowledge of methods, materials, tools, safety procedures and equipment used in the performance of repairs Ability to work various shifts and hours to accommodate the needs of the county.
- Ability to use computer with proficiency

ADA REQUIREMENTS: Ability to perform work under varying climatic conditions; ability to work and cooperate with other departments and individuals, ability to climb steps, push/pull; exerting force of 20-50 lbs., occasionally bend, stoop, or crawl, use ladders, ability to perform continuous manual work and lift a minimum of 25 pounds to a maximum of 75 pounds occasionally; ability to perform continuous heavy manual work at a rapid to moderate pace for two hour consecutive intervals with one to two five to ten minute breaks within each interval.

EDUCATION AND EXPERIENCE:

- Any combination of education and experience equivalent to a high school diploma and extensive experience in skilled building maintenance work.

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by management as required. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all county policies and procedures.

Employee: _____

Date: _____