

GENERAL SERVICES TECHNICIAN II
Pulaski County

Department: General Services

Supervisor Exercised: None

Supervision Received: General Services Crew Leader

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

Age Requirement: Individual must be at least 18 years of age

REQUIRED TESTING/SCREENING, LICENSES, AND CERTIFICATIONS: Drug & Alcohol Testing, Background Screening, current driver's license & Driving Record Required.

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.

Benefits Eligible: Yes

Leave Time Eligible: Yes

ESSENTIAL FUNCTIONS: Performs general maintenance repairs on buildings such as painting, plumbing, carpentry, and electrical, includes repairs to walls, roofs, floors, etc. Performs routine and emergency repairs and service requests, ensures the safety and functionality of utilities and equipment while following safety regulations, maintains cleanliness and safety of public spaces and buildings as well as the operation and maintenance of equipment and vehicles. Position also assists in snow removal, mechanical system maintenance and record-keeping. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

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 maybe allowed enabling an individual with disabilities to perform the essential functions.

RESPONSIBILITIES:

- Ability to perform routine electrical checks, utilizing specialized equipment
- Performs rough and finished plumbing and electrical work
- Performs rough and finished carpentry work
- Performs mechanical maintenance work on public buildings, facilities and equipment

General Services Technician II

- 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 systems
- Removes snow from parking lots and walks with powered equipment and hand tools
- Maintains records, logs and prepares report

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of common and power hand tools used in building and equipment maintenance work
- Thorough knowledge of the carpentry trades
- General knowledge of plumbing and electrical trades
- Ability to work from sketches, drawings and blueprints; ability to maintain records, logs and proper reports

ADA REQUIREMENTS: Ability to work and cooperate with inmates assigned to custodial and maintenance duties; ability to ascend and descend steps and ladders, position self and move under equipment; 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; ability to move up to 50 pounds; ability to operate, move and maneuver hand tools, both manual and powered.

EDUCATION AND EXPERIENCE & JOB REQUIREMENTS:

- Any combination of education and experience equivalent to a high school or diploma.
- Extensive experience in skilled building maintenance work is required.

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 the supervisor or County Administrator. Pulaski County 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.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date