

JOB ANNOUNCEMENT: Building Maintenance Technician



POSITION OPENING: 25.07 Public Works

Post Dates: 3/11/2025 – 3/25/2025

Classification Title: Building Maintenance Technician

Starting Hourly Rate: Building Maintenance Technician I - \$16.00
Building Maintenance Technician II - \$19.00

Location: Public Works

Term of Appointment: Regular/Full-time

Probationary Period: One (1) Year

Job Summary:

As part of the Maintenance Team, performs preventative maintenance, replacement, and repairs of install equipment in buildings and ground maintenance sections within the guidelines of supervisory instructions, state and local building codes, safety codes, electrical codes, plumbing codes, blueprints and fire department policies and procedures. Works with co-workers, contractors, suppliers, and the public to provide maintenance support. Require rotating on-call schedule for after-hours as well as in response for emergencies.

Essential Tasks. Other duties may be required and assigned.

- General maintenance and repair work on buildings, equipment, and related facilities: and performs semi-skilled manual work involving building maintenance, plumbing, electrical, carpentry, painting and drywall, masonry, or other maintenance projects.
- Performs general carpentry and electrical repairs and/or installs ensuring that operation, construction, and maintenance of buildings, equipment, and systems are in compliance with applicable laws, codes, regulations, and standards: conducts maintenance inspections of buildings, equipment, grounds, and facilities to identify potential problems, unsafe conditions, and needed repairs; and initiates any actions necessary to correct deviations or violations.
- Performs general electrical repairs consisting of bulb replacement, ballast replacement, receptacle and switch replacement, fixture replacement, globe replacement and other various electrical maintenance and repairs. Performs routine plumbing tasks, troubleshoot plumbing problems installs and repairs plumbing fixtures; clears and unblocks water lines and drains; repairs steam lines, toilets, sinks, faucets, drinking fountains, etc.; solders pipes; and repairs plumbing leaks. Performs general maintenance and repairs of HVAC systems and generators.
- Performs various tasks involving general building maintenance, carpentry, masonry or construction projects: paints interior and exterior surfaces; performs general concrete work, plasters applications and places sheetrock; removes, repairs, and replaces floor/ceiling tile; inspects, installs and repairs roofs; installs, adjusts, and repairs doors and hardware; replaces windows, doors, and glass panes; lubricates hardware; performs locksmith duties; and performs related maintenance and repair activities.
- Participates in the setup and removal of tables, chairs, stages etc. for daily meetings and classes and special events.

JOB ANNOUNCEMENT: Building Maintenance Technician

Knowledge, Skills, & Abilities Required

- Working knowledge of building repair and maintenance, especially in the areas of HVAC, plumbing, electrical, and construction. The ability to operate all tools and equipment required to perform duties.
- Ability to read and comprehend simple instructions; present information in one-on-one situations (e.g., to supervisor, co-workers, etc.). Ability to apply detailed written and verbal instructions and communicate effectively verbally or in writing.
- Ability to read and interpret general documents including safety rules, safety instructions and information related to the position.
- Ability to perform general math functions, including addition, subtraction, multiplication, and division as needed.
- Ability to set priorities and accomplish work activities with a minimum of supervision and be able to develop and maintain harmonious working relationships with others, both inside and outside the organization.

Reports to:

Building Maintenance Manager

Physical Demands and Work Environment

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

The work is performed both indoors and outside. Job tasks frequently require walking, climbing/descending stairs, and climbing up and down ladders. Duties include replacement of lights, pressure washing, roof repairs, construction, HVAC systems maintenance, painting, plumbing, electrical, and fire and safety systems. Must have general dexterity for firm and simple grasping of objects. Some tasks, such as the use of small repair tools, may also require fine dexterity skills. Must be able periodically kneel, reach, crawl, and twist torso as needed to accomplish required tasks. Knowledge of safe and effective operations of hand tools and equipment is required. Must be able to regularly lift and carry up to 50 pounds without assistance and a maximum of 140 pounds with assistance. Required to wear all safety equipment in accordance with procedures and regulations.

Minimum Qualifications

- High school diploma or GED equivalent.
- Active and maintain Georgia Driver's License and acceptable Motor Vehicle Record (MVR) throughout employment.
- Highly effective written and oral communication skills.
- Minimum of documented one year experience in the building maintenance field or equivalent certified training in specialized field.
- Ability to pass a criminal background check and drug screening.

Building Maintenance Technician II:

- Minimum two years of increasingly responsible experience in the building maintenance field with increased knowledge of building operation, maintenance, and repairs

JOB ANNOUNCEMENT:
Building Maintenance Technician



Application must be completed in full to be considered.

<https://perry-ga.gov/human-resources>

This position requires pre-employment, post-accident, and random drug screening.

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER AND A CERTIFIED DRUG FREE
WORKPLACE**