

**CODE: 1610**

**GRADE: 13**

**THOMAS COUNTY, GEORGIA  
JOB DESCRIPTION**

**JOB TITLE: BUILDING MAINTENANCE TECHNICIAN  
HVAC  
FACILITIES MANAGEMENT DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs semi-skilled work in the maintenance and repair of County buildings and facilities. Work involves performing a variety of jobs in maintaining all County buildings including major air-conditioning repair and installation; performing minor carpentry, and electrical work. Employee may work independently on some tasks. Employee's duties assigned to employees in the job title may vary according to needs of the department and/or proper allocation of workload. Reports to the Building Director.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Repairs and installs major air conditioning projects and problems.

Evaluates jobsite for safety and security.

Estimates materials needed for job.

Performs minor carpentry repairs.

Maintains tool inventory report.

Drives vehicles.

Troubleshoots and repairs electrical, heating, and air conditioning problems.

Estimates projects.

Maintains and files records.

Receives and/or reviews documentation such as work orders, invoices, blueprints, architectural drawings, etc.

Prepares and/or processes documentation such as vehicle maintenance reports, performance evaluations, multiple task report, tool inventory sheet, leave slips, time cards, etc.

Refers to post order manual, blueprints, schematics, repair manuals, code books, reference books,

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catalogs, architectural drawings, repair manuals, etc.

Operates a vehicle and a variety of heavy equipment and specialized equipment such as backhoe, forklift, sewer machine, trencher, pipe cutter, etc.

Uses equipment such as table saws, band saws, drill presses, radial arm saws, nail gun, electrical testers, forklift, backhoe, spray gun, air compressor, sandblaster, etc.

Interacts and communicates with various groups and individuals including immediate supervisor, Office Managers, co-workers, and the general public.

**ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

**MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school and two to three years of experience in the construction or building maintenance trades; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

**SPECIAL REQUIREMENTS**

Requires firearms certification, electronic troubleshooting courses, pneumatic troubleshooting courses, Must have a valid State driver's license.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including air conditioning and heating tools, mechanics tools, carpenters tools, electrical tools, plumbing tools, etc. Must be able to operate a motor vehicle. Must be able to exert up to 150 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Must be able to climb, reach, crawl, bend, stoop, etc. in the performance of job duties. Physical demand requirements are those for Medium Work to Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisor.

**Language Ability:** Requires the ability to read a variety of records, work orders, technical diagrams, work orders, etc. Requires the ability to prepare work orders, records, and reports using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires

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the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English and HVAC, electrical, mechanical and engineering terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages, high geometry.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using power and hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items such as power and hand tools. Must have good eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**