# POSITION DESCRIPTION

# General Services Maintenance Technician

## COUNTY OF WASHINGTON, VIRGINIA

The following is excerpted from Section 2.3 of the Washington County Board of Supervisors *Personnel Policies and Procedures Manual for Administrative Division Employees*:

## 2.3 POSITION DESCRIPTIONS

A written Position Description shall be established by the County Administrator and approved by the Board of Supervisors for all permanent/full-time and permanent/part-time Administrative Division positions. Generally, Position Descriptions shall contain a statement as to the *General Description of Responsibilities, Examples of Work*, and *Qualifications* for the position.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position, nor shall the *Qualifications* set forth for a position be considered absolutely essential or required in all instances with respect to filling vacancies in a position. The Board of Supervisors and the County Administrator reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, all factors being considered, regardless of whether that person meets all stated *Qualifications* within a Position Description.

# GENERAL SERVICES MAINTENANCE TECHNICIAN

## General Description of Responsibilities:

Under day-to-day supervision of the General Services Supervisor, provide primarily maintenance and minor custodial services for County physical plant, grounds and equipment. Ensures that County property is in a good state of repair and cleanliness and that facilities are acceptable for use by County officials, employees and the public. Ensures that all necessary supplies and materials are available and that adequate lighting facilities, electrical, and plumbing equipment and fixtures are in proper working order. Undertakes moderate to major maintenance, construction and special projects as necessary. Work is performed with some degree of latitude for independent judgment and action. Work on weekends, holidays and after regular business hours may be required (pagers may be required to be carried). Problems encountered are usually of a routine nature but requires some technical knowledge and skills. Work may involve moderate physical effort.

## Examples of Work:

1. Perform repairs of moderate to major complexity to structural, heating, plumbing air conditioning, and electrical fixtures and equipment as directed by supervisor.

2. Make inspections of buildings and grounds during daily work schedule to determine repairs and maintenance needed. . Report need for major work to supervisor.

3. Perform routine maintenance work on own initiative in accordance with the requirements of the job.

4. Track usage of materials and supplies; report need to supervisor.

5. Perform construction, repair and maintenance services including renovation, refurbishment, fabrication, heating, air conditioning, grounds keeping and related work. Ensure that all utilities function properly and perform maintenance, repairs, and custodial services as necessary.

6. Perform minor motor vehicle and motorized equipment cleaning, maintenance and repair services as needed.

7. Clean County buildings and maintain their orderliness and sanitation as needed. Sweep, mop floors, empty waste cans, vacuum rugs, and perform other jobs.

8. Maintain grounds, lawns and shrubbery regularly in a safe and attractive fashion.

Remove snow and ice from drives and walkways as needed. Snow removal may require evening and weekend work.

9. Coordinate the work of custodial technicians when used for buildings and grounds maintenance as needed and directed by supervisor.

10. Perform other duties as required.

**Employees Directly Supervised:**

Occasional supervision of jail inmate laborers may be required.

**Qualifications:**

Education and Experience:

Education equivalent to the completion of the 10th grade of high school. (Graduation from high school or equivalent is preferred). Minimum of three (3) years of training and/or experience in trades, maintenance, and/or custodial services; (5) years of training or responsible experience is preferred. Must possess a valid driver's license.

Knowledge, Skills, and Abilities:

Must be capable of undertaking work requiring moderate physical effort. Ability to follow oral or written instructions. General, knowledge of trades and maintenance. Knowledge of fundamental principles of building repair, with practical experience in one or more skill areas. Knowledge of effective cleaning methods and of supplies and equipment used in cleaning. Ability to work courteously with other employees and the public.

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| **Position Description First Approved and Adopted:** | | February 1996 | |
| **Latest Revision:** | | January 2004 | |
| **Position Class:** | Assistant/Operator/Technician | **Status:** | Permanent/full-time |
| **FLSA Status** | Non-exempt | **Initial Starting Salary Range:** $17,000 - $20,500 | |