



Building Services Technician, Senior (2195)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 7

Safety-Sensitive: No

Purpose

The purpose of this classification is to perform a variety of custodial functions in order to maintain and clean buildings, and to provide lead guidance, direction and training to co-workers in the same unit.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Distinguishing Characteristics:

This is the senior level within a classification series. Incumbents in the senior level train new employees, assign work on a daily basis, oversee the work of others performing the same duties, and ensure quality of work completed by co-workers.

Typical Duties

Leads and coordinates daily work activities of assigned crew or co-workers: confers with supervisor to obtain direction regarding work assignments and priorities; organizes tasks in order to complete assigned work; monitors status of work in progress and inspects completed work; confers with co-workers, assists with complex/problem situations, and provides technical expertise; assists with training and instructing co-workers regarding operational procedures and proper use of equipment; assists with supervision of co-workers by reporting employee problems and providing input on disciplinary action and employee performance evaluations.

Cleans buildings: sweeps, mops, and vacuums; cleans bathrooms on a daily or weekly basis, or more often as needed; cleans windows; and completes dusting of surfaces.

Collects and removes trash and recycled office paper from assigned buildings.

Performs necessary sweeping, mopping, vacuuming, stripping, waxing, carpet cleaning, and polishing of floors.

Sets up rooms for meetings as necessary: replaces lighting in assigned building as needed.

Runs errands for County departments: shops for supplies and equipment when requested; delivers items from one department to another.

Attends to potential safety and cleaning issues: performs daily walkthrough of County buildings to inspect and attend to potential safety and cleaning issues.

Performs other related duties as required.

Minimum Qualifications

High School Diploma or GED required; supplemented by two years of experience in custodial or building maintenance or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must hold any required certifications required by the County.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license.

Performance Aptitudes

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job. Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20-40 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, water hazards, or rude/irate customers.

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

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