



Building Services Technician (9905)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 5

Safety-Sensitive: No

Purpose

The purpose of this classification is to perform a variety of custodial functions in order to maintain and clean buildings.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

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; and delivers items from one department to another.

Performs other related duties as required.

Minimum Qualifications

High School Diploma or GED required; supplemented by one year 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.

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

Performance Aptitudes

Data Utilization: Requires the ability to read, interpret and explain work directions and instructions, policies and procedures, and a variety of operating manuals.

Human Interaction: Requires the ability to exchange and explain information with others generally within the framework of well-established procedures, and the ability to communicate effectively and respectfully with co-workers and members of the public.

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.

Functional Reasoning: Requires the ability to carry out detailed but routine written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.

Situational Reasoning: Requires the ability to exercise judgment in situations characterized by repetitive or short cycle operations covered by well-established procedures or sequences.

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, odor, 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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