

**BUILDING AND GROUNDS
MAINTENANCE MANAGER**

JOB DEFINITION

Responsible for performing skilled maintenance tasks in a multi-facility environment, including the maintenance and repair of mechanical, HVAC, electrical, electronics, carpentry, plumbing, security, grounds and general maintenance of City owned buildings and facilities. Incumbent should be familiar with the operation, capability, and maintenance of the equipment used to perform the functions of the position. Under the direct supervision of the Director of Human Resources.

PRINCIPLE DUTIES

Performs skilled and manual labor tasks that require physical stamina. The following list and requirements of the job is not all inclusive. Incumbent may be expected to perform job-related duties other than those contained in this job description and may be required to have specific job-related knowledge and skills. Some examples of these duties are:

- Performs, or assists, in the maintenance and repair of all City owned buildings and facilities, including but not limited to, installation of electrical lighting, data communications, security controls, motors, interior wiring, exterior wiring, structural, mechanical and HVAC components.
- Performs rough and finish carpentry including cabinetry, shelves, dividers, paneling and partitions; installs ceiling and flooring materials; installs locks, closing devices and other door and window hardware.
- Performs painting of interior and exterior building surfaces.
- Orders, receives and maintains an inventory of supplies, equipment and spare parts.
- Performs preventative maintenance on equipment and hand tools such as lubrication, checking oil, water and other fluids; Observes safe work methods and uses safety equipment; secures worksite from safety hazards.
- Establishes and recommends priorities on repair projects and estimates the cost of these projects; develops an efficient system for dealing with emergency repair problems.
- Examines buildings and grounds on a regular basis for needed repairs, maintenance and cleanliness; strips and waxes floors; repairs damaged or missing pavers; cleans and maintains exterior water fountain; keeps all City owned buildings and grounds esthetically pleasing.
- Advises on the hiring of contractors to perform certain maintenance or repair services and monitors their performance; serves as liaison for all general contractors regarding services to buildings and grounds; receives quotes and coordinates preventative maintenance contracts with outside vendors.
- Responsible for setting up and tearing down of equipment, stages, chairs, risers, etc. during and after special events.
- Responsible for regulating heating, ventilation and air conditioning systems to provide temperatures appropriate to the season; performs basic maintenance tasks such as changing filters, drive belts and duct repairs.
- Assumes responsibility for the general security of the buildings; issues and accounts for keys; programs, issues and distributes electronic key fobs.
- Assumes responsibility for the general fire safety of the buildings; inspects fire extinguishers and sprinkler systems; assists in coordinating fire drills.
- Performs emergency repair services after-hours as necessary.
- Maintains files regarding maintenance projects, contractors, vendors, project costs, as-built plans; submits a monthly report of the maintenance and repairs performed.
- Follows established safety rules along with City and departmental policies and procedures.
- Often works independently exercising good judgment.
- Other duties as assigned from time to time.

QUALIFICATIONS

- Must be at least 18 years of age.
- Minimum education of a high school diploma or its equivalent with at least three (3) years of general maintenance experience; or an equivalent combination of education, training and experience. Must have good oral and written communication skills and ability to comprehend and follow oral and written instructions and assignments.
- Must fully complete a City of Cordele employment application.
- Must pass a background check including personal and previous employment references, criminal history, and driver history.
- Must pass a pre-employment drug and alcohol screen and job-related physical examination (see attached sheet for requirements).
- Must pass mandatory random drug and alcohol screens as defined in the City of Cordele Anti-Drug and Alcohol Policy.
- Must possess, or have the ability to obtain, a valid Georgia Driver's License with a clean driving record.
- Must be able to perform arduous tasks sometimes under strenuous and adverse conditions.
- Must be able to work department hours including on-call and overtime when required.
- Must establish and maintain an effective working relationship with other employees, supervisors and the general public.
- Have knowledge of, or ability to easily learn, the City street system, physical layout, adjacent areas and locations of City owned properties.
-

DESIRED JOB CHARACTERISTICS

- Dependable and punctual with an excellent attendance history.
- Self-starter.
- Neat and clean personal appearance and attire.

SIGNATURE		DATE	
------------------	--	-------------	--

PHYSICAL DEMANDS & EXPOSURES for MAINTENANCE MANAGER

Total number of hours spent, or could be spent on the job in the following activities:

Situation	At ONE Time	ENTIRE Work Day
SITTING:	1 to 3 Hours	2 to 4 Hours
STANDING:	1 to 3 Hours	2 to 6 Hours
WALKING:	1 Hour or Less	1 Hour or Less

Repetitive Use of Hands: (Operation of tools & equipment, occasional driving)

Situation	Simple Grasping	Pushing / Pulling	Fine Manipulation
RIGHT:	Yes	Yes	Yes
LEFT:	Yes	Yes	Yes

Repetitive Use of Feet: (Driving, operating, etc.)

Situation	Results
RIGHT:	Yes
LEFT:	Yes
BOTH:	Yes

Frequency of the following activities on the job:

LIFTING:	Occasionally	Frequently	Continuously
up to 15 lbs.:			X
16 to 30 lbs.:	X		
31 to 50 lbs.:	X		
50 plus lbs.:	X		

CARRY:	Occasionally	Frequently	Continuously
up to 15 lbs.:			X
16 to 30 lbs.:	X		
31 to 50 lbs.:	X		
50 plus lbs.:	X		

**PHYSICAL DEMANDS & EXPOSURES
for
MAINTENANCE MANAGER**

Situation	Occasionally	Frequently	Continuously
Bend:		X	
Squat / Crouch:		X	
Climb:	X		
Twist / Turn		X	

PSYCHOLOGICAL DEMANDS:	Occasionally	Frequently	Continuously
Mental Stress:			X
Working w / others		X	

(Driving, operation of tools & machinery)

AUDIO / VISUAL NEEDS:	Occasionally	Frequently	Continuously
Hearing:			X
Near Vision:			X
Far Vision:			X
Peripheral Vision			X
Depth Perception			X
Color Discrimination *			X

* (Only as applies to driving a vehicle)

Exposure to the following:	Occasionally	Frequently	Continuously
Vibration		X	
Unprotected Heights	X		
Moving Machinery		X	
Inclement Weather	X		
Extreme Heat	X		
Dust, fumes, gasses, wastewater, biohazards		X	
Pollen, plant matter		X	
Grasses		X	

Please sign and date below, acknowledging that you have read and understand the attached **JOB DESCRIPTION** and **PHYSICAL DEMANDS AND EXPOSURES** forms, and that you correctly answered the last question on page two (2) of the **EMPLOYMENT APPLICATION** form as related to this information.

Signature

Date

PHYMAINTENANCEMGR