

MAINTENANCE TECHNICIAN– FACILITIES MAINTENANCE

Cherokee County, SC

**Location**

110 Railroad Avenue
Gaffney, SC 29340

Job Type

Full Time

Department

FACILITIES MAINTENANCE

FLSA

NON-EXEMPT

HOURS

8:00 AM – 5:00 PM
MONDAY – FRIDAY

Job Summary

This is a full-time position responsible for assisting the Facilities Maintenance Manager with duties associated with general county facility upkeep. To qualify for this role, you must have a general knowledge of Plumbing, HVAC, Electrical, and Carpentry. This position performs general maintenance and repair work on buildings, equipment, grounds, and related facilities; and performs semi-skilled manual work involving building maintenance, plumbing, electrical, carpentry, painting and drywall, custodial or other maintenance projects. This role will be performed under the guidance and direction of the Facilities Maintenance Manager.

Essential Functions

Essential Functions	% of Time
• Maintenance and Repair Tasks ➤ Performs various tasks involving general building maintenance and some light construction/office remodeling, repairs doors and hardware, assists with small maintenance projects, moving of furniture/equipment, performs related maintenance and repair activities. ➤ Performs various routine electrical tasks: troubleshoots electrical problems; installs electrical receptacles and switches; repairs electrical components; trips or replaces breaker; and replaces light bulbs and ballasts. ➤ Performs various plumbing tasks: troubleshoots plumbing problems: installs and repairs plumbing fixtures; clears and unblocks water lines and drains; repairs toilets, sinks, faucets, etc. and repairs plumbing leaks. ➤ Performs emergency repairs promptly and efficiently.	50%
• Inspection and Troubleshooting Tasks ➤ Performs regular inspection of county facilities, equipment, etc ➤ Directs and oversees contracted maintenance subcontractors with facilities and groundskeeping work. ➤ Assists housekeeping activities.	45%
• Other Misc Duties as Assigned: ➤ Assist the Facilities Maintenance Manager with special projects under their direction as needed.	5%

Qualifications

Job Requirements

- Must be able to lift up to 50 pounds.
- Required to climb, stoop, kneel, crouch, and crawl.
- High School Diploma or GED Required.
- Multi-tasking abilities and time management skills.
- Ability to work weekends, evening, and holidays if necessary.
- Must be able to successfully pass a drug screen.
- Must have a valid driver's license.

Performance Requirements

- Knowledge of facility maintenance practices in a variety of different trades such as electrical, HVAC, plumbing, painting, carpentry, mechanical repair, etc.
- Knowledge of the safe use of tools, machinery, equipment and supplies used in facility maintenance
- Knowledge of occupational hazards, safety requirements, and OSHA regulations as they apply to public facilities.
- Skill in maintaining effective relationships with co-workers, employees, customers, vendors, and outside agencies.
- Knowledge of the assigned functions and assigned departments necessary in the completion of daily responsibilities
- Knowledge of the terminology, principles, and methods utilized within the County
- Knowledge of standard administrative practices
- Skill and mathematical ability to handle required calculations

Other Information

Working Conditions

Primary Work Location: Cherokee County Administration Building
110 Railroad Ave. Gaffney, SC 29340

Physical Demands:

Frequently requires the need to stand, walk, bend, and transport and reposition up to 50 pounds of equipment/material from ground to waist and at waist level. Must be able to climb, stoop, kneel, crouch, and crawl as needed.

Mental Demands:

Continuously requires the general ability to learn, understand, and implement instructions and underlying principles; understand, follow oral and written instruction, and the ability to make decisions in accordance with established procedures and policies and utilizing best judgement based on knowledge.

Work Environment:

Frequently loud due to maintenance operations and sometimes work areas are not temperature controlled.

Americans with Disabilities Act Compliance

Cherokee County is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request an ADA accommodation.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.