

JOB TITLE: BUILDING MAINTENANCE SPECIALIST

DEPARTMENT: COUNTY COMMISSION

SUPERVISOR'S TITLE: COUNTY ADMINISTRATOR

JOB SUMMARY:

Under general supervision, maintains and repairs all interiors of county properties. Repairs, paints, and performs general upkeep consisting of sheetrock repair, small plaster repair, mixing of colors, stains and preparing of surfaces for these products. Provides assistance to other maintenance workers and contractors with tasks involving air conditioning, mechanical and electrical problems when needed. Orders and maintains inventory of repair materials and paints. Maintains records on completed work orders.

JOB DUTIES:

- Inspects routinely and maintains all interior and exterior walls, floors, doors, windows and ceilings of County buildings, ensuring that all are free from damage or unsightly marks.
- Repairs vinyl wallpaper.
- Cleans sidewalks and walls using high power washer.
- Performs minor woodwork repairs.
- Performs minor repairs to office furniture and equipment.
- Repairs damaged areas if needed, fills nail holes and cracks, sandpapers rough spots and applies paint, stain, varnish, and other finishes using brushes, rollers, and spray guns to buildings and other structures so that the paint will adhere properly.
- Remove old paint to prepare surface prior to painting.
- Provides assistance to other maintenance workers on other county-owned facilities and equipment when requested including air conditioning, mechanical or electrical equipment.
- Uses riggings, hoist, ladders, scaffolding, lifts and other various equipment used in painting.
- Repair and finish drywall for painting. Properly use, care, and maintenance for/or equipment used in painting trade.
- Use hand and power tools safely. Erect scaffolding, ladders and lifts.

- Uses Knowledge of safety procedures for working on ladders, scaffolds and lifts. Correct protect surfaces adjacent to paint spraying areas.
- Select brushes, rollers, pads, mitts and other related accessories for applying paint. Correctly store and maintain brushes and rollers.
- Calculates scaffold loads, area load, live loads, concentrated loads, and cantilevered loads. Safely operate and maintain all paint equipment.
- Use tools, materials and other methods for preparing surfaces for paint, and or coating. Identify different types of sealant and filters and apply these to construction substrates.
- Follow detailed procedures and techniques for wood surface preparation and application of clear finishes to various kinds of wood.
- Use correct procedures for mixing, tinting, and matching colors.
- Use correct methods for limiting dust, debris, and hazardous materials from contaminating the environment.
- May perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

(Any item with an asterisk will be taught on the job.)

1. Skill to troubleshoot and repair paint/carpentry damage.
2. Ability to communicate politely and effectively with supervisors, co-workers and public.
3. Skill to perform basic mathematical operations.
4. Skill to clearly and neatly write messages and neatly complete records and forms.
5. Skill to read and understand written instructions.
6. *General knowledge of jail and courthouse procedures.
7. Skill to operate office machines such as PC and appropriate software.
8. *Working knowledge of commission rules, policies, and procedures.

PHYSICAL CHARACTERISTICS

1. See well enough to read print and numbers without error or transposition, corrective lens acceptable.
2. Hear well enough to respond to verbal communication, hearing aid acceptable.
3. Speak well enough to communicate in a polite and courteous manner.
4. Body movement or mobility to stand, bend, move, and lift heavy objects less than 100 lbs.

OTHER CHARACTERISTICS

1. Possess a valid Alabama driver's license.
2. Willing to work overtime and non-standard hours, or weekends as required.
3. Experience as professional painter of three to five years.
4. Have high school diploma or GED.
5. Have some experience or knowledge in basic carpentry, and other maintenance work related to but not limited to air conditioning, mechanical and electrical areas.

6. Must work in emergency situations if needed.

WORK ENVIRONMENT

1. The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme outdoor weather conditions, subject to possible situations where conditions cannot be controlled.