

BUILDINGS AND GROUNDS TECHNICAL SUPPORT

Position Code: 2805

WC Code: 9060

FLSA Status: Non-Exempt

Pay Grade: 351 (\$39,650 - \$62,010)

Location: Public Services

Approval Date: 2010

General Statement of Duties

Provides operational, technical and administrative support to the Buildings and Grounds Department to ensure efficiency and avoid loss of productivity.

Duties and Responsibilities

Plans, develops and/or administers projects for the buildings and grounds department.

Provides technical expertise and support, as needed.

Fills in as needed in any area of buildings and grounds during absence of other personnel, including the filling in of Maintenance II/III, crew leader/supervisor positions.

Assists the buildings and grounds superintendent as directed.

Serves as advisor for technical and/or operational issues.

Other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skill, and Abilities

Considerable knowledge of the principles and practices of repair and maintenance of Town properties and recreational grounds.

Considerable knowledge of the use of related equipment and materials.

Thorough knowledge of the occupational hazards and safety precautions of the work.

Some knowledge of related engineering specifications, and related environmental laws.

Some knowledge of budgeting and purchasing procedures.

Working knowledge of effective supervisory principles and practices and organizational personnel policies and procedures.

Working knowledge of playground inspection practices.

Ability to establish and maintain effective working relationships with supervisors, peers, subordinates, vendors, grieving families and citizens.

Ability to maintain and prepare accurate records.

Ability to perform basic math skills (addition, subtraction, multiplication and division.)

Physical Requirements

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, pushing, pulling, fingering, grasping, talking, and hearing.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess visual acuity necessary to read maps and diagrams, to operate a vehicle and heavy construction equipment, and to read and prepare records.

Minimum Education and Experience

High School diploma or GED and five years of directly related experience; or an Associate's Degree from an accredited community college and three to five years of directly related experience; or a Bachelor's Degree from an accredited college or university and two to five years of directly related experience.

Special Requirement

Possession of a valid North Carolina Driver's License