Position Title: Building Maintenance Director

Closing Date: Until Filled

JOB SUMMARY
This position is responsible for conducting the maintenance of county buildings and facilities.

MAJOR DUTIES
• Inspects buildings to identify and prioritize maintenance needs.
• Repairs lights, electrical outlets, and other electrical systems.
• Makes routine plumbing repairs
• Performs carpentry construction and repair.
• Paints interior and exterior surfaces.
• Performs HVAC repair and maintenance.
• Makes roofing repairs.
• Supervises the work of inmates and community service workers
• Cleans County Buildings
• Maintains inventory of tools, equipment and supplies; makes purchases as needed.
• Respond to emergency calls.
• Performs related duties.
• Assist with Building and Zoning related functions.

KNOWLEDGE REQUIREMENTS
• Knowledge of the principles and practices of building maintenance.
• Knowledge of building, electric and plumbing codes.
• Knowledge of safe work practices.
• Knowledge of supervisory principles and practices.
• Skill in prioritizing and organizing work.
• Skill in the repair and maintenance of building systems.
• Skill in the reading and interpretation of blueprints and construction drawings.
• Skill in the use of hand and power tools.
• Skill in the use of grounds maintenance equipment.
• Skill in oral and written communication.

GUIDELINES
• Guidelines include building codes, safety procedures, equipment maintenance and repair manuals, and county policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.
PHYSICAL DEMANDS/WORK ENVIRONMENT

• The work is typically performed while standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools, or equipment requiring a high degree of dexterity.
• The work is typically performed in county buildings and outdoors. The employee may be exposed to dust, dirt, grease, machinery with moving parts, irritating chemicals, and cold or inclement weather. The work requires the use of protective devices such as masks, goggles, gloves, etc.

MINIMUM QUALIFICATIONS

• Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent
• Sufficient experience to understand the basic principles relevant to the major duties of the position.
• Possess a valid driver’s license issued by the State of Georgia for the type of vehicle or equipment operated,
• Qualified applicants must possess a high school diploma for equivalent.

Salary: Salary will be commensurate with experience.

Applications must accompany resumes. Applications are available in the Talbot County Board of Commissioners Office, located at 74 West Monroe Street, Talbotton, Georgia 31827. Interested applicants need to send their resume, application and cover letter to cison@talbotcountyga.org, or by mail to: Carol Ison, County Manager, P.O. Box 155, Talbotton, GA 31827. Applications must be received no later than 4 PM March 13, 2020.

For further information contact Mrs. Ison at 706/665-3220.

Hiring is dependent upon drug screening, employment and criminal background checks.

TALBOT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG FREE WORKPLACE.