

Mathews County, Virginia

Position Description

Job title	Facilities and Grounds Technician
Reports to	Facilities and Grounds Manager
Department	Administration
PG 17	\$40,866 - \$55,289 (Full Time)

Job purpose

This position is responsible for participating in the maintenance of County owned property and landscaping and grounds for County property.

Performs a variety of routine and complex technical work for preventative maintenance and capital improvement projects.

Duties and responsibilities

- Participates in repair and maintenance of county owned grounds and facilities.
- Ensures safety regulations are followed and participates in safety training opportunities.
- Participates in mowing, trimming, landscaping and repair and maintenance of piers.
- Performs basic construction for minor capital projects and assists with minor maintenance repairs.
- Uses work order system (iWorQ) to document work progress and obtain daily assignments.
- Participates in storm response and assists with cleanup and restoration.
- Operates a variety of tools, equipment, and vehicles.
- Performs related duties.

Desired Qualifications

- High school education
- Certification to apply pesticides and herbicides.
- Knowledge of the practices, processes, materials, and equipment used in the maintenance, repair construction and improvement of public buildings..
- Knowledge of OSHA regulations and safe work principles.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skills interpreting plans, maps, and specifications.
- Skills in operation of mechanical and electronic equipment.
- Self-supervising and excellent time management.
- Skill in operating computers and job-related software programs.
- Skill in reading, understanding, and interpreting plans, blueprints, schematics, and construction drawings.
- Skill in oral and written communication.

- General knowledge of PC-based computer software including Microsoft Windows, Word, Excel, Outlook and internet use
- Able to maintain a good working relationship with office co-workers, appointed members of local boards, and elected officials.
- Courteous and professional
- Organized, detail and deadline oriented.
- Trustworthy and discreet with office information
- Ability to communicate effectively orally and in writing with agents, contractors, owners, supervisors, employees, and the general public.

Tools and Equipment Used

Personal computer, including word processing; motor vehicle; calculator; phone; copier and scanner; tape measure. Small hand and powered tools

Grounds equipment including mowers, weed eating, blowers, clippers, chainsaw and watering equipment.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work requires intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and utilizes the sense of smell.
- The work is performed outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

Approved by:	
Date approved:	
Reviewed:	