

City of DeFuniak Springs

71 US Hwy. 90 W.
Post Office Box 685
DeFuniak Springs, FL 32435



Phone: 850-892-8500
Fax: 850-892-8506
TDD: 850-892-8504

www.defuniaksprings.net

JOB NOTICE **FACILITY MAINTENANCE TECHNICIAN – PUBLIC WORKS DEPARTMENT** **(MAINTENANCE)**

Post Date: January 3, 2021

Close Date: Open Until Filled

FLSA Status: Non-exempt

Starting Pay Range: 27,040-50,583.91 DOQ

Job Summary:

This position is responsible for repair of electrical, plumbing, heating, ventilations, air conditioning (HVAC), carpentry, painting, and other facility maintenance systems.

Essential Job Functions:

- Inspects and identifies equipment or machines in need of repair. Services tools and equipment as needed and reports damaged items for repair or replacement.
- Troubleshoots issues to determine necessary repairs.
- Performs general repairs that do not require a specialized technician. Examples may include repairing drywall, painting, replacing light fixtures, repairing doors and other building fixtures.
- Performs routine maintenance on city facilities, including preventative maintenance.
- Performs and completes a variety of carpentry tasks with quality workmanship to construct, maintain, repair, or modify city facilities; tasks may include measuring and marking materials, repairing and replacing floors, roofs, wall sidings, or doors; installing partitions, walls, and doors; erecting scaffolding; and building structures.
- Reads blueprints, sketches, and schematics to determine the necessary materials, equipment, tools, and methods.
- Performs minor construction, renovation, modification, installation and repair of buildings, equipment and facilities.
- Performs minor plumbing work in repairing or replacing valves and fixtures.
- Repairs and replaces broken lines, unstops sinks, and toilets.
- Performs carpentry work, painting and roofing.
- Assists in building shelves; replacing moldings, installing/repairing wiring and receptacles/switches as well as replacing light ballast and fixtures.
- Performs minor mechanical work on air conditioning and roof equipment, replacing fan motors and pumps.
- Restores worksites to original condition by removing debris, materials, and equipment used during project and return property, furnishings, and equipment to proper location(s).
- Provides status reports including the status of work projects, materials used, and hours spent performing labor to superintendent or foreman as required.
- Adheres to work schedule and attendance requirements.
- Adheres to all safety rules and regulations.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

Required Qualification(s):

High school diploma or GED obtained. Drive license required.

Preferred/Desirable Qualification(s):

Two (2) years progressively responsible experience in a facility maintenance position or related field. Prior governmental experience.

Special Requirement(s):

May require additional licenses and certifications such as Class A CDL, Maintenance of Traffic (M.O.T.) Certification, and traffic signal certification. CPR certified or ability to obtain certification.

An equivalent combination of education, training and experience may be substituted for the minimum requirements.

Applications may be obtained by visiting the City's website at www.defuniaksprings.net or City Hall, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433. For more information, please contact the human resources department at 850-892-8500x119.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. The City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military.