



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

<b>Job Title: Facilities Maintenance Worker III</b>	<b>Job Code: _____</b>
<b>Reports to: Facilities Maintenance Supervisor</b>	<b>FLSA Status: Non-Exempt</b>
<b>Department: Facilities Maintenance</b>	<b>Approved by BOC: 6/3/2025</b>

*Class specifications are intended to present a descriptive list of the range of duties employees perform in the class. Specifications do not reflect all duties performed within the job.*

### **Position Overview:**

This classification aims to plan, install, maintain, service, and repair electrical components in governmental buildings. This position will work with a wide range of equipment, including, but not limited to, circuit breakers, transformers, switches, fuses, cables, generators, motors, and other electrical components. Employees in this classification's responsibilities include ordering parts, preventive and routine maintenance of County facilities and equipment, painting, plumbing, carpentry, grounds, etc.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS\*\*):**

*The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Ensure repairs/projects are planned, coordinated, and completed safely and on time.

Completes periodic maintenance and repairs; maintains related records; prepares maintenance schedules; recommends repairs and/or contacts requisite vendors to the Maintenance Supervisor as needed.

Follow safety, environmental, and SOP guidelines, including lockout/tagout and arc flash.



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Reading technical diagrams and blueprints.

Follow the National Electrical Code, state, and local building regulations.

Perform preventive maintenance and investigate equipment failures to determine the root cause.

Conduct inspections of electrical systems and components to ensure safety and identify any required repairs.

Prepares various forms, reports, correspondence, or other documentation as needed.

Drives county vehicles to complete tasks.

Works with county staff on the completion of daily tasks as required.

Communicate with the Supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review work status, exchange information, or resolve problems.

Responsible for building and maintaining project coordination, as assigned, and is responsible for inmate support as assigned.

### **ADDITIONAL FUNCTIONS**

Assists other employees or departments as needed.

Loads and unloads trucks, stores equipment, supplies, and other materials.

Will be on night callout rotation for night and weekend emergencies.

Performs other related duties as required.

### **Minimum Qualifications**



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Vocational/Technical degree with training in building construction. Electrical, and HVAC maintenance and repair; supplemented by three (3) years previous experience and/or training that includes building maintenance and repair; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Certification preferred.

### **PERFORMANCE APTITUDES**

#### **Data Utilization:**

It requires the ability to calculate and/or tabulate data, including performing subsequent actions related to these computational operations.

#### **Human Interaction:**

Requires the ability to apply principles of persuasion and/or influence.

#### **Equipment, Machinery, Tools, and Materials Utilization:**

Requires the ability to operate and control the actions of equipment and machinery, requiring monitoring, adjustment, regulation, and/or setting of multiple conditions.

#### **Verbal Aptitude:**

Requires the ability to utilize various reference and descriptive data and information.

#### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

#### **Functional Reasoning:**



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Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

### **Situational Reasoning:**

Requires the ability to exercise judgment, decisiveness, and creativity in situations involving various generally pre-defined duties often characterized by frequent change.

### **ADA COMPLIANCE**

#### **Physical Ability:**

Tasks require exerting moderate, though not constant, physical effort. They typically involve climbing, balancing, stooping, kneeling, crouching, and crawling. They may include lifting, carrying, pushing, and/or pulling objects and materials of moderate weight (12-20 pounds).

#### **Sensory Requirements:**

Some tasks require the ability to perceive and discriminate between sounds and visual cues or signals, and some require the ability to communicate orally.

#### **Environmental Factors:**

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, toxic agents, or pathogenic substances.

\*\* To comply with regulations by the Americans with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and result of the duties rather than



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how they are performed. The following definition applies: a job function is necessary if removing that function would fundamentally change the job.

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